



\* Exhibit A has been re-formatted  
as an ASCII text file on a CD  
appendix

**E**nterprise **C**omputer **A**ssisted **R**ental **S**ystem

# Workbook



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## ***Error Messages***

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The most commonly seen error messages will be discussed along with corrective actions.

# ***ECARS WORKBOOK***

## ***INTRODUCTION***

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The ECARS Workbook and Training System - AART01 - have been designed to teach the basic skills for working with ECARS - Enterprise Computer Assisted Rental System. Don't be alarmed if what you read in this workbook and what you see on the screen is slightly different. ECARS is constantly being improved and enhanced to work more efficiently for you.

## ***Topics Covered***

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### **Reservations**

Opening rental tickets with various billing types

Ticket Cross Referencing

Correcting ticket information

Switching Units and Changing Rates

Callbacks

Closing rental tickets with various payment and billing types

Computerized CRS (Cash Receipt Summary) and deposits

## ***Training***

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Workbook requires approximately 3 hours to complete

Self Study

Work at your own pace

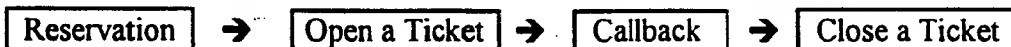
## ***Workbook Format***

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Each exercise guides you through an activity step by step

Most exercises build upon information covered in previous exercises

You will be able to see how different ECARS options are linked together:



Ranges from basic rental functions to refunds.

## ***Numbers to Know***

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The Rental Help Desk may be contacted at 1-800-416-8000. Specially trained ECARS personnel are available to answer questions and help with any problems you may encounter.

Network Services may be contacted at 1-800-416-8000. A team of Network Operators, who are RALPH experts, are available to correct any hardware problems experienced by the computer system.

***You are now ready to begin!***

## ***GETTING STARTED***

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This section will familiarize you with the basics of using the keyboard and how to enter information needed for completing rental tickets, etc. A box shown around text will designate a key stroke.

### ***RALPH***

Our computer system is more commonly known as RALPH, which stands for Rapid And Logical Paper Handler.

### ***The Cursor***

The cursor will be a solid or flashing block or line on the screen which will show you where to key information.

### ***A Field***

A field is the area in which you key information; name, customer number, rate, etc. A field is usually displayed as a solid line(s).

## ***Cursor Movement***

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It is very important to use the correct key strokes to move the cursor. Examples of these key strokes are shown in this section. There are five basic keys which should always be used for cursor movement. Keyboard movement depends on the type of terminal you have.

Field Exit

This key will move the cursor from one field to the beginning of the next field. Pressing Field Exit will cause any data beyond the cursor to be erased and the data keyed to be positioned correctly within the field. Most commonly used in numeric data fields.

Tab  
Right →

This key moves the cursor from left to right, field to field. Use this key to move forward.

Tab  
Left ←

This key moves the cursor from right to left, field to field. Use this key to move backward.

←

This return key moves the cursor down to the first input field on the next line. This is the most frequently used key.

Shift/Roll Up  
Shift/Roll Down

This keystroke combination is used on some terminals to move up and down between pages and fields.



### ***Rates/ Amounts/ Dates***

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Use these examples for keying rates/amounts.

\$16.50	=	16.5	Field Exit
\$16.00	=	16	Field Exit
May 20, 1994	=	052094	

### ***Options and Choices***

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When Yes or No answers are requested, key Y-Yes or N-No.

When several choices are given, key "X" or "I" in the selection field next to the item chosen.

### ***Names***

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Names must be keyed in the correct format to help RALPH alphabetize names and distinguish between an individual or company name. Use these examples for keying names.

Individual:    Smith\* Cindy\*  
                  Smith\* Cindy M\*

Company:      Enterprise Rent-a-Car\*\*  
                  Crawford Company\*\*

(Key an asterisk \* by holding down the Shift key and pressing 8\*)

### ***Numeric Keypad***

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Use the numeric keypad, located on the right side of the keyboard, to key mileage, rates, etc. The numeric keypad is designed in the same manner as a calculator; therefore, you may find it easier to work with.

### ***Important Keys***

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There are several important keys on the keyboard that are essential to using ECARS.

**Reset**

When data is keyed incorrectly, that field will be highlighted and an error message will inform you of the problem. Press Reset and re-key the data.

**Enter**

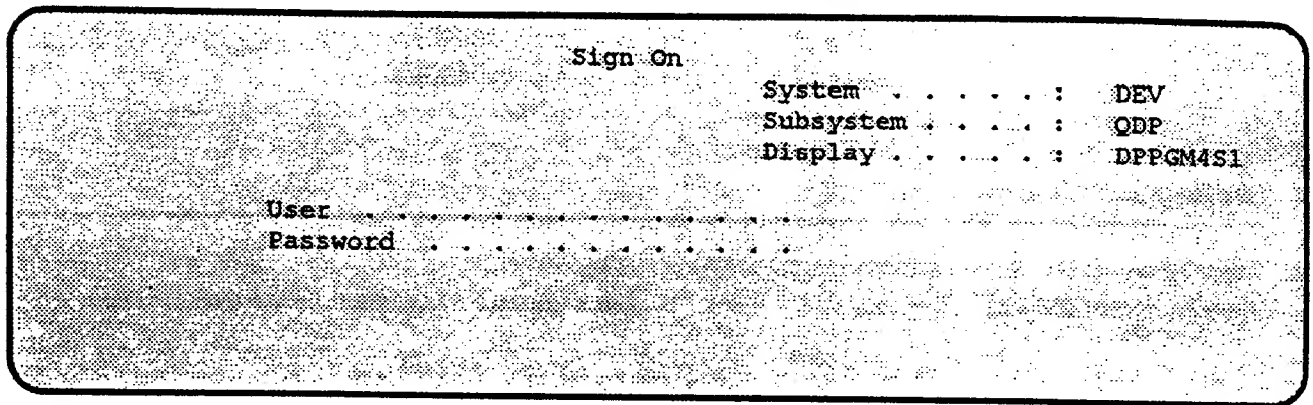
Press Enter to send the information to be processed.

**F1,2,3...or  
Cmd 1,2,3..**

Command and/or Function keys are used to enter and exit various options. They are located on the top of the keyboard. Command/Function keys are displayed on the bottom of each screen.

## Signing on the CRT

Depending upon the model, turn on your CRT by pushing the button on the lower left corner or turning the dial on the left side of the terminal. A Sign On Screen will appear.



The image shows a terminal screen with the title "Sign On" at the top center. On the right side, there are three lines of text: "System . . . . . : DEV", "Subsystem . . . . . : QDP", and "Display . . . . . : DPPGM4S1". On the left side, there are two lines of text: "User" followed by a dotted line and "Password" followed by a dotted line, indicating input fields.

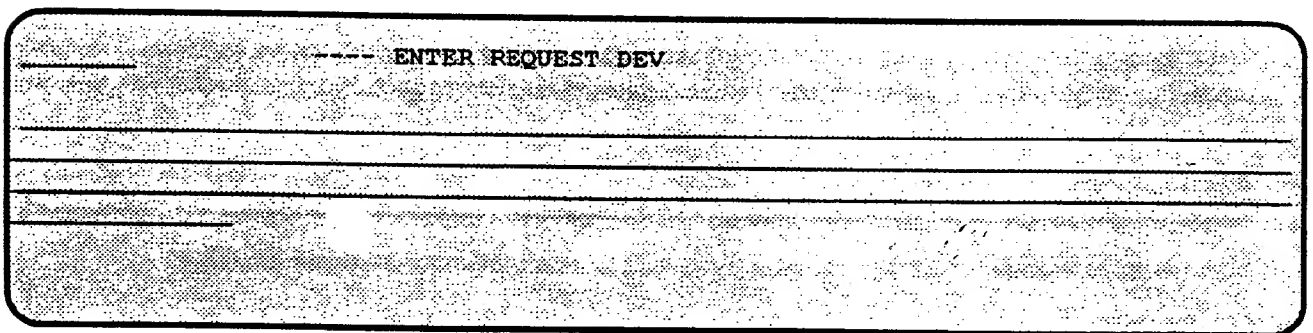
If this screen does not appear, call Network Services at 1-800-416-8000.

The cursor will be positioned in the "User" field. Key GP plus your Group Number (GPXX) **Field Exit**. The cursor will position itself in the "Password" field. Key GP plus your Group Number (GPXX) **ENTER**. These are blind fields - the letters and numbers will not be visible as they are keyed. The ECARS Main Menu Screen will appear.

**NOTE:** If you are in a regionalized Group, you should key GP, plus your Group, plus your Region Code (GPXXX) Field Exit. (Ex. Group 32, region D = GP32D).

From the ECARS Main Menu, press CMD 24 = Jump. This will take you to a Pop-Up Window, "X" Enter Request. The Enter Request Screen will appear.

**NOTE:** CMD 24 = JUMP IS NOT AVAILABLE IN THE TRAINING SYSTEM.



The image shows a terminal screen with the title "ENTER REQUEST DEV" at the top center. Below the title, there are several horizontal lines, indicating input fields for the request.

The Enter Request screen is used to access all Direct Entry and Inquiry Programs. Direct Entry programs are those that allow data to be keyed to enter/update/change information for reports, rental tickets, etc. Inquiry programs are those that allow the user to view only specific information such as unit information, A/R's (Account Receivables), Etc.

**CMD 24 = Jump:** Used throughout ECARS to access the Jump Window. This allows you to transfer to the other programs quickly without exiting your current program.

## ECARS Training Menu

To access the ECARS Training Menu, key AART01 at the Enter Request line **ENTER** . The following screen will appear.

ECARS - ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEM		CCRTMU-A
1 - Open A Ticket	11 - Reservations	<b>TRAINING SYSTEM</b>
2 - Correct A Ticket	12 - Callbacks	
3 - Switching Units/ Changing Rates	15 - Cash Management	
5 - Closing A Ticket		
(TICKET SERVICES)		
10 - Open Ticket X-Ref	Name _____ Or Ticket# 000000	
Option# _____	D# 000000 Branch GM	
Name _____	SSN# _____ Res# _____	
DL# _____	ST/PROV _____	
Cmd1=Exit Cmd8=Lease Cust		

The ECARS Training Menu consists of the most used options in ECARS. Each of these options will have a corresponding exercise in this workbook.

### **Option 1 - Open a Ticket:**

This option is used to open the majority of rental tickets in the office.

### **Option 2 - Correct a Ticket:**

This option allows you to correct and/or add information such as an additional driver, claim number, etc.

### **Option 3 - Switching Units/ Changing Rates:**

This option is used to switch units and/or change rates.

### **Option 5 - Closing a Ticket:**

This option is used to close all rental tickets.

### **Option 10 - Open Ticket X-Ref:**

This option allows you to "look up" an open ticket to retrieve basic information.

### **Option 11 - Reservations**

This option is used to create, view, update, transfer, or cancel Branch Rental Reservations.

### **Option 12 - Callbacks**

This option is used to authorize or extend rental tickets by the type of callback. (For example Body Shop, Service Department, Insurance Company Adjustor, or Customer.)

### **Option 15 - Cash Management:**

This option allows you to balance the cash summary and make deposits.

<b>CMD 1</b>
--------------

Exit to Enter Request Prompt.

<b>CMD 8</b>
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Lease Cust. Information about renting to Lease Customers.

## **ARMS - The Automated Rental Management System**

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ARMS is the communications system that links certain insurance companies or service providers directly with Enterprise to exchange data electronically through the computer.

ARMS allows insurance carriers to automatically reserve vehicles, confirm reservations, prepare invoices, obtain authorizations and billing extensions. ARMS allows Enterprise to provide a higher level of service to insurance companies and their policyholders and claimants.

ARMS reservations and tickets can not be accessed through the training system. Please keep in mind that when you are on the real system, you may notice some slight differences with ARMS tickets.

## ***EXERCISE 1      RESERVATIONS***

Exercise 1 will guide you through Option 11 - Reservations - to create, view, update, transfer, or cancel Branch Rental Reservations. This option is very helpful in providing the branch(s) with better customer service, pickups, and deliveries.

```

ECARS -- ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEM          CCRTMU-A

1 - Open A Ticket          (11) - Reservations
2 - Correct A Ticket
3 - Switching Units/      12 - Callbacks
   Changing Rates
5 - Closing A Ticket      15 - Cash Management

(TICKET SERVICES)

10 - Open Ticket X-Ref   Name _____ Or Ticket# 000000
-----
Option# _____ D# 000000 Branch AC
-----
Name _____ Home Phone # ( _____ ) _____ Res# _____
DL# _____ ST/PROV _____

Cmd1=Exit Cmd8=Lease Cust
```

On the ECARS Training Menu, key Option #11 **ENTER**. The Reservation Menu Screen will appear. (See example screen on the following page).

**NOTE:** You can key as little or as much information that is available when taking the reservation. Any information keyed into the reservation will automatically forward to the open ticket, saving you time when the renter is in the office picking up a vehicle or waiting for a "Pick Up."

To update a reservation, any information keyed may be changed by keying directly over that which is displayed. Information may also be added or deleted if necessary.

AARS01-A

F3=Exit F7=AAI

Page 1 - 2

# Category #1-Create a New Reservation

## Screen 1

1		BRANCH RESERVATION NUMBER 100003		Print (Y or N) <input checked="" type="radio"/> N		CCRS01-A	
Emp#		Pickup Branch PPGM		7			
2		Name (LAST*FIRST*)		SSN#			
3		PICKUP: Date Time		RETURN: Date			
W/in		P/up		Deliver		CWC	
4		PHONE: Home ( ) -		Office ( ) -		ext	
Other ( ) -		Description					
5		I/B/D/R/C/O		Source Cust#		ID	
BILL TO:		Direct Bill (Y or N)		Credit Card		Cash/Check	
Bill To Cust#		or Name		(COMPANY**)			
Attention		Auth Until		Max Amt			
CLAIM#/Pol/Po		Date of Loss					
(C/Claimant, I/Insured, T/Theft)		Insured					
6		CAR TYPE: Class Type		F16		Comment	
RATE QUOTED:		\$		Comment			
F1=Exit		F2=Cust List		F4=ID List		F5=Rates/Rules	
F9=Transfer		F12=Previous		F13=Insurance		F15=Res Notes	
F21=ID Rntr		F22=Clear Rntr ID		F23=More Keys			

The Reservation Screen is very similar to that of Option 1 - Opening a Ticket.

1. Key your five-character employee number at top of the screen.
2. Key Renter's Name (pretend you're the renter)-Last Name\*First Name\* and Social Security Number.
3. Key rental pickup, date/time, and rental return date. Use today's date for both pickup and return date. Key X to select either: W/in = Walk-in, P/up = Pickup, Deliver = Delivery, or CWC = Customer will call. **TAB RIGHT** to space provided for additional comments, if needed.
4. Key Renter's phone information. **TAB RIGHT** to description field for any comments, as needed.
5. Key Rental Type "I" - Insurance. The other rental types are B=Body Shop, D=Dealership, R=Regular, C=Corporate, or O=Other. Key "STATE" in the Source Cust# field. Press F2=Cust List. A Branch List appears. If there are no choices available, press F8=Group for a group list. Key "X" next to a State Farm Office. This automatically forwards to the Source ID List Screen (see page 2-3). Key "X" next to the first adjustor name.  
Key Y=Yes to set up a Direct Bill. Key "X" to select payment type: Credit Card, Cash/Check. For the Bill to Cust# use the F2=Cust List Window key, again. "X" your name on the list. Key "X" next to 999 UNKNOWN\*\* on the Source ID Screen. **NOTE:** If your name is not on the list, key 999999 as the Bill to Cust# and type your Last Name\* First Name\* on the name line. Key 999 as the Attention ID and key your name on the Attention Line. Key the Auth Until Date (use today's date), the Maximum Dollar Amount per Day, Claim/Pol/Po#, Date of Loss, Type of Loss, and Insured's Name.

Screen description continued on the following page.

6. Key Car Type and Class Type, use F16=Car Types. Key rental rate you quoted. **TAB RIGHT** to comment fields, as needed.
7. **←** to move cursor to top right of screen. To print a copy of the reservation, key Y=Yes, over default N=No.

**NOTE:** The function keys will be discussed in detail, starting on page 1-5.

Press **ENTER** to accept the information keyed and advance to Screen 2. If ERROR MESSAGES display, make any necessary corrections and press **ENTER** again. (See the section on ERROR MESSAGES page VIII, for more information). Repeat this procedure until Screen 2 appears.

### Screen 2

BRANCH RESERVATION NUMBER 100002		Print (Y or N) <b>(N)</b>	CCRS01-B															
Name LAST*FIRST*																		
Pickup Branch <u>PPGM</u>																		
<b>1</b>																		
SHOP: Cust#	Name	Attn																
Car Year	Make/Model	Phone#	( 000 ) 000 - 0000															
<b>2</b>																		
Airline:	Flight:	Arrival Time:																
<b>3</b>																		
CUST INFO: Age	Yrs																	
Street																		
City	State	Zip																
<b>4</b>																		
CREATE CALLBACK B/S Adj Svc Cust Res Comment (Res only)																		
FOR RESERVATION																		
<table border="0"> <tr> <td>F1=Exit</td> <td>F2=Cust List</td> <td>F5=Rates/Rules</td> <td>F7=AAI</td> <td>F8=More Info</td> </tr> <tr> <td>F9=Transfer</td> <td>F12=Previous</td> <td>F13=Insurance</td> <td>F14=Credit Chk</td> <td>F15=Res Notes</td> </tr> <tr> <td>F21=ID Rntr</td> <td>F22=Clear Rntr ID</td> <td></td> <td>F23=More Keys</td> <td></td> </tr> </table>				F1=Exit	F2=Cust List	F5=Rates/Rules	F7=AAI	F8=More Info	F9=Transfer	F12=Previous	F13=Insurance	F14=Credit Chk	F15=Res Notes	F21=ID Rntr	F22=Clear Rntr ID		F23=More Keys	
F1=Exit	F2=Cust List	F5=Rates/Rules	F7=AAI	F8=More Info														
F9=Transfer	F12=Previous	F13=Insurance	F14=Credit Chk	F15=Res Notes														
F21=ID Rntr	F22=Clear Rntr ID		F23=More Keys															

1. Key shop information: Customer Number, Shop Name, Shop's contact person, Year of vehicle being repaired, Make/Model and Shop's phone number.
2. Key Airline information if applicable: Name of Airline, Flight Number, and expected Arrival Time.
3. **←** to key Customer Information: Age, Current Address, City, State, and Zip Code.
4. **←** and key X to select "Callback Type" B/S=Body Shop and ADJ=Adjustor. **TAB RIGHT** to comment field, as needed. This field is used when selecting RES=Reservation, ONLY.
5. **←** to move cursor to top right of screen. To print a copy of the reservation, key Y=Yes, over default N=No.

Do NOT press **ENTER** . Use the following pages to help you understand the function keys.



## **FUNCTION KEYS FOR OPTION 11 - RESERVATIONS**

Listed on the bottom portion of each screen are several Function (F) keys. Each one performs a function that may be used while creating or viewing a Branch Reservation.

**F1 = Exit**

Allows you to cancel a new reservation. While viewing a reservation you can exit to the Reservation Menu Screen.

**F2 = Cust List**

Displays a list of customer names and numbers that are to be used for sourcing. See example window below.

MIDWEST		Branch List		SMS002A/C1	
GPBR 1520					
Position to description: _____					
Type options, press Enter.					
1=Select 5=Display					
Opt	Cust#	Description	State	Phone	
—	G08433	ADAMS COUNTY CREDIT UNION**	IL	618-555-8877	
—	G08246	AEROSPACE CREDIT UNION**	MO	314-555-0050	
—	K00005	ALVIN JACKSON USED CARS**	MO	816-555-1277	
—	K00171	AMERICAN AUTO MART**	IL	618-555-6688	
+					
F2=Details F3=Exit F6=Branch F7=AAI F8=Group F10=State F11=All					
F12=Previous Roll=Forward/Back					

You can press F2=Details again to view a detailed branch list. The detailed list includes the customer name, address, and phone number. This is handy if you are trying to locate a specific customer who has multiple locations or if you need to contact the account in question.

Key "1" in the Opt (option) field to select a customer number. The screen automatically forwards to the contact screen. See example window on the next page.

MIDWEST	Contacts	SMS005A/01
GPBR 7799	E11187	A.C.P.S.E. CREDIT UNION**
Position to: _____		1444 MAINE STREET
Type options, press Enter		QUINCY IL 62301
1=Select		618-534-3300 618-435-4455
Opt Name	Opt	Name
JOHNATHAN, MARTIN		
WILLIAM, COX		
F3=Exit	F7=AAI	F9=Add 12=Previous Roll=Forward/Back

Key "1" in the Opt (option) field to select the contact person. The screen automatically returns to your reservation with the customer information loaded into the appropriate fields.

**NOTE:** F9=Add allows contacts to be added in the Contacts screen. Check with your Branch Rental Manager on your Group's policy for adding contacts.

F4 = ID List

Displays a list of ID numbers for individual adjustors, agents, etc. for each customer number.

F5=Rates/Rules

Displays rate/rule information for that particular branch.

F6 = Units Avail

**NOTE:** This function key is available on Screen 1 but only displays when F23=More Keys is pressed first. Displays a list of Branch Vehicle Units available to rent. See example window below.

UNITS NOT RENTED - 7799		Next Unit _____	CCRA16-A
		Next Branch _____	
X=Unit History	T=Unit Transfer		
Unit-#	License-#	BB YR Make Modl Sers Color	SHP Last-Location
DC0004	DC0004	94 PONT SUNB 2DR RED	7710
DC0006	DC0006	94 PONT SUNB 4DR WHITE	OIL CHANGE
**			
F1=Exit	F7=AAI	Enter=Continue	BB=BUYBACK ** No Units Available **

To view other Branch "Units Not On Rent" just key the desired branch number in the upper right hand corner and **ENTER**. Available units will display. This is helpful for transferring reservations if necessary.

F7=AAI

**NOTE:** This function key is available on Screen 1 but only displays when F23=More Keys is pressed first. Allows access to Inquiry Programs.

**F8 = More Info**

Allows you to key additional renter information for the reservation.  
See example screen below.

<b>1</b>		MORE INFORMATION		CCRS25-A	
Renter Name KING* CATHY*		RES# 100963			
Renter Drivers License		State		Exp Date	
DOB		Height		Weight	
Employer		Eyes		Hair	
<b>2</b>					
Additional Driver (Y or N)		Driver Name			
Address		Age			
Drivers License		State		Exp Date	
<b>3</b>					
Out Of State (Y or N)					
<b>4</b>					
Bill-To Name		(Company Name**)			
Attention		Phone ( )		Ext	
Address		State		Zip	
City					
<b>5</b>					
Start Chgs If Diff		Date		Time	
Pickup Date		6/25/95		1:00 PM	
<b>6</b>					
Calendar		24 Hour		Specials	
<b>7</b>					
Rates:		.00 /Hour		.00 /Day	
Mileage		0 /Mile After		0 /Day	
Drop Chg		Drop Location		Disc 0 %	
Lmg Waiver		.00 /Day		PAI .00 /Day	
F5=Rates/Rules F7=AAI F12=Previous Enter=Update					

Remember, all information keyed here will automatically transfer to the Open Rental Ticket to save you and the renter time.

1. Key Driver's License Information and Current Employer's Name.
2. Key Additional Driver Information: Name, Address, Age, Driver's License #, State, and Expiration Date.
3. Key Y=Yes, or N=No, if the rental will be going out of state. If yes, key all associated states to which renter plans to travel.
4. Key "Bill To" Information: Company Name, Contact Person, Address, Phone Number, City, State, and Zip Code will be pre-loaded, if valid Customer # is keyed on the first Reservation Screen.
5. Pickup Date and Arrival Time will display, if keyed on the first Reservation Screen. Key new Date and Time to start charges, if applicable.
6. Key X to select billing type: Calendar or 24hr, and Specials, if applicable.
7. Key Rate Information and any Discounts, if applicable.

**NOTE:** This screen is edited in blocks. For example, if the Driver's License Number is entered then the State, Expiration Date, and Birth Date are required. Follow displayed ERROR MESSAGES to guide you as you go!

**F9 = Transfer**

Allows you to transfer a reservation to another Branch within your Group. This is helpful for location purposes and availability of units. It also allows you to transfer ARMS Reservations to another Group.

**F12 = Previous**

Return to previous screen. **NOTE:** If F12 is used, any updates just keyed will NOT be saved.

# F13 = Insurance

Allows access to enter any insurance information when reservation is created. See example screen below.

RENTER'S INSURANCE INFORMATION		CCRS06-A
Renter Name SMITH*LYNN*		RES# 100003
<b>1</b>		
Carrier	_____	
Agent	_____	Phone# (____) ____ - ____
Policy#	_____	Expires _____
<b>2</b>		
Collision Deductible \$	_____	Assigned Risk (Y or N) _____
Comprehensive Deductible \$	_____	Lienholder Policy (Y or N) _____
Liability (Y or N)	_____	
Verified By	_____	(from ins. co)
Verified By Employee #	_____	(from Enterprise)
<b>3</b>		
[ ADDITIONAL DRIVER INFORMATION ]		
Carrier	_____	
Agent	_____	Phone# (____) ____ - ____
Policy#	_____	Expires _____
Collision Deductible \$	_____	Assigned Risk (Y or N) _____
Comprehensive Deductible \$	_____	Lienholder Policy (Y or N) _____
Liability (Y or N)	_____	
Verified By	_____	(from ins. co)
Verified By Employee #	_____	(from Enterprise)
Cmd7=AAI Cmd12=Previous Enter=Update		

1. Key Renter's Insurance Carrier Name, Agent Name, Phone Number, Policy Number and Expiration Date.
2. Key policy deductible for both Collision and Comprehensive. Key Y=Yes, or N=No, if it is an Assigned Risk Policy or a Lienholder Policy. Key Y=Yes, or N=No, if Liability coverage is active. Key contact's name at the Insurance Company who verified coverages. Finally, key your employee number as verifying all keyed information.
3. Repeat the same process for the Additional Driver as explained in step#1 and #2, for the renter. Key all Carrier and Policy information, as needed.

**NOTE:** This screen is edited in blocks. For example, if the policy number is entered then the expiration date is required. Follow displayed ERROR MESSAGES to guide you through the screen.

\*After you press **ENTER**, to print the Rental Ticket, insurance information keyed here remains on the screen to be handwritten onto the Rental Ticket. After you exit from the above screen, this information can NOT be retrieved.

**NOTE:** This function key is available and displays when F23=More Keys is pressed first. Allows access to enter valuable credit information when the reservation is created. This is helpful to determine money deposits or rental approval. See example screen below.

CREDIT CHECK INFORMATION		CCRS07-A RES# 100003
<b>1</b>		
Name	SMITH*LYNN* (LAST*FIRST*)	
Street		
City	St	Zip
Home# ( 000 ) 000 - 0000	Office# ( 000 ) 000 - 0000	ext 0000
Other# ( 000 ) 000 - 0000		
SSN# 000 00 0000	DOB	Age 27
Length of time at present address yrs mos		
<b>2</b>		
Curr Employer	Position	Length of Time yrs mos
Prev Employer	Position	yrs mos
<b>3</b>		
Prev Street	St	Zip
Addr1 City		yrs mos
Prev Street	St	Zip
Addr2 City		yrs mos
<b>4</b>		
Spouse's Name	Employer	Position
		yrs mos
Cmd7=AAI Cmd12=Previous Enter=Update		

Information keyed here will not appear on the Open Rental Ticket. This is reference information to be viewed within the reservation system.

1. Key Renter ID information: Name (Last Name\*First Name\*), Current Address, Phone Number(s), Social Security Number, Date of Birth, Age, and Length of Time lived at the above address (Years/Months).
2. Key Current Employer Name, Current Position Held, and Length of Employment (Years/Months). Repeat the process for previous employment, as needed.
3. Key Previous Address(s), and Length of Time lived at each location (Years/Months), if applicable.
4. Key Renter's Spouse Name, Current Employer Name, Current Position Held, and Length of Employment (Years/Months), if applicable.
5. Key Y=Yes, over default N=No, to print a copy of the Credit Check Screen.
6. Key Y=Yes if credit has been checked.

**NOTE:** Follow the policies set by your Group when creating a reservation. You can enter as much or as little of the credit information appropriate to the rental situation. The entire Credit Check Screen is optional. Ask your Rental Branch Manager to review situations applicable for Credit Check information to be taken.

**F15 = Res Notes**

Allows specific notes to be viewed concerning the rental reservation, e.g., directions for pickups or deliveries, special requests, or car preferences. This is helpful in providing better Customer Service. See example screen below.

DEV	RESERVATION NOTES	CCRS08-A
		2 RES# 100984
		Print (Y or N) (N)
1	Renter Name LAST*FIRST*	
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
	More...	
Cmd7=AAI Cmd12=Previous Enter=Update		

Information keyed here will appear on the Open Rental Ticket. This is reference information to be viewed within both the reservation system and in opening a ticket.

1. Key information on space provided such as car preference, contact person for authorization or extensions, etc . . . key any changes over existing information. You can shift/roll for additional lines.
2. Key Y=Yes, over default N=No, to print a copy of the Reservation Notes Screen. This is especially handy for directions.

### F16= Car Types

**NOTE:** This function key is available but only displays when F23=More Keys is pressed first. Displays a list of "Car Codes" to describe the rental vehicle Class and Type requested for the reservation. See example window below.

```

Car Types: Select one from each column
      CLASS      TYPE
M-Mini          C-2/4 Door
E-Economy       B-2 Door
C-Compact       D-4 Door
I-Intermediate  X-Special
S-Standard      5-Sports
F-Fullsize      T-Convertible
P-Premium       W-Wagon
L-Luxury        V-Van
X-Special       F-4W Drive
                P-Pickup

```

Class/Type

```

Cmd1=Exit      Cmd12=Prev      Enter=Continue

```

Select one category from the CLASS Column and one category from the TYPE Column. Key selections on the CLASS/TYPE field provided.

**F21=ID Rntr**

Allows you to locate previous renter information without exiting the reservation. See example screen below.

CENTRAL	ID Renter	FQS040A/1
DL#	_____	St/Prov _____
Home Phone#	(____) _____ - _____	
Name (Last)	_____	(First) _____
Note: Drivers license number and St/Prov or Home Phone number are required. Name is optional.		
F12=Previous		

Key the Renter's Driver's License Number and State or Province **OR** the Home Phone Number (required). The Renter's name may also be keyed (optional). If more than one match is found, the Renter ID Selection screen appears. See example screen below.

CENTRAL	Renter ID Selection	FQS010A/1
Searched by:	Phone Number (____) _____ - _____	
	D/L# _____	St/Prov _____
Position to:	Name (Last) _____	(First) _____
Type option, press ENTER		
1=Select 5=View		
Opt Name	Street Address	St Zip
— SMITH*KEVIN*	123 HARRISON	MO 63101 5684
— SMITH*RALPH*	467 MOLOKAI ROAD	HI 97895
— TAVERS*JOSEPH*	4223 VERLAINE AVENUE	WI 39667 7421
— TIPTON*ROBERT*	508 VIENNETTA DRIVE	LA 70460 6531
F3=Exit F12=Previous		

Search the screen to see if the customer is on the list. If the customer's name does not appear on this screen, key the **driver's name** (Last/First) in the Position to field. **[ENTER]**. The name keyed appears at the top of the list. Key "1" in the Opt (option) field to select a customer. **[ENTER]**. The customer's information is protected and loaded into the appropriate fields.

**OR**

Key "5" to view customer information in greater detail. **[ENTER]**. The Renter ID Detail screen appears. See example screen on the next page.

CENTRAL

## Renter ID Detail

FQS050-A

Name (Last) SMITH (First) KEVIN  
Street 123 HARRISON  
City SIKESTON ST MO ZIP 63101 5684  
Home (573) 555 - 1549  
Office (573) 555 - 9854 Ext. 256  
Other ( ) - Ext.         
Employer PIGGLY WIGGLY Description 97WHTCHVCORS  
DL# 849-86-5468 ST MO Exp 021499 SSN 849-86-5468  
Height 6 08 Weight 300 Eyes GREY Hair BROWN

F12=Previous

The Renter ID Detail screen displays detailed information about a specific customer. View this screen before selecting the customer to ensure the appropriate person is selected. **ENTER** to select this customer and continue with the program.

F22=Clear Rntr ID

Allows you to clear existing customer information from all reservation screens so new information can be keyed.

F23=More Keys

Allows you to display function keys that are not shown when the screen is in the original display mode.



**ENTER**

to accept your Reservation.

\* \* \* \* \*

**You have just created a Branch Reservation!** For additional practice, open another reservation using the following information:

- *Use your favorite celebrity's name for the renter's name*
- *Do NOT key a Social Security Number*
- *Use today's date as the pickup and return date*
- *Make it a Bill To of "N"*
- *Make it a Callback type of "Cust"*

Be sure to key in all necessary information to make a complete reservation, using the above data plus your own chosen information.

\* \* \* \* \*



**Turn to the next page to learn how to view a reservation  
by Customer Name/Group  
(Category #2)**

## Category #2-View Reservation for Customer Name/Group

To view a customer by name, key Customer's Name in the space provided on the Reservation Menu Screen, #2. Your Group/Branch will already be pre-loaded. A list of reservations will appear in alphabetical order - starting with the Customer Name you requested. See example screen below.


RESERVATIONS FOR GPER PPGM							
						2	CCRS02-B
						Print (Y or N) <b>(N)</b>	
Next Customer		3					
Customer Name		Date	Time	Res#	Car Type	Status	Rental Type
SMITH*LYNN*	1	6/15/94	200 PM	100002	FCAR	DEL	I
WHITE*DAVE*		6/15/94	400 PM	100005		DEL	B
PLEASE MEET HER AT AL'S AUTOBODY							
WITT*MIKE*		6/16/94	900 AM	100006	ICAR	W/IN	R
F1=Exit F7=AAI F12=Previous Screen Roll=Forward/Back							

This screen displays a list of all current and future reservations for your Group/Branch or Group. You can view a specific reservation by keying X next to the applicable Customer Name.

1. Displays Customer's Name, Reservation Date, Time of Arrival, Reservation Number, Car Type requested, Rental Status, Rental Type, and Comments, if applicable. To view a specific reservation, key X on the line next to the Customer's Name.  to move cursor down the list of names, as needed. **ENTER** to advance you to the selected reservation(s) screen.
2.  to move cursor to the top of the screen. If you want to print a copy of the reservations listed, key Y=Yes, over default N=No. This is a helpful tool for the office to prepare for future rental demands.

**NOTE:** This display can also be selected on the Reservation Menu Screen, #2 by Group. When only a Group is selected the reservation comments are NOT shown as it is in the above example.

**Reminder!** Scroll forward/backward to view all Customer Reservations. To make a revision, key X next to the applicable Customer Name, press **ENTER** and make revisions as needed.

3.  to move cursor to the Next Customer Name field, if desired. Key a new Customer Name in the space provided if you want to view a specific reservation more quickly. **ENTER** to advance to specified Name. Repeat the process as described. See how you can flip to a new reservation with ease!


**NOTE:** The function keys are discussed in detail, starting on page 1-5.

### Category #3-View Reservation for Date/Group

To view a Reservation by date, key in the Month/Day/Year in the space provided on the Reservation Menu Screen, #3. Today's date and your Group/Branch will already be pre-loaded. To view a different date or Group/Branch, key desired information over existing. A list of reservations will appear in sequential order - starting with the earliest Reservation associated with the date you requested. See example screen below.

RESERVATIONS FOR GPBR 7799				CCRS03-B	
Tuesday JUNE 21, 1994				Print (Y or N) <b>N</b>	
Total Reservations:				1	
Next Time		2			
Customer Name		Time	Res#	Car Type	Rental Type
FRANKLIN*BEN*			100501		
JENKINS* JOHN*		500 PM	A98761	ICAR	NRES R
JONES*KIM*			100066	ECAR	DEL I
Please meet her in the lobby.					
F1=Exit F7=AAI F12=Previous Screen Roll=Forward/Back					

This screen displays a list of all reservations for a Group/Branch or Group for a specific date. You can view a specific reservation by keying X next to the applicable Customer Name.

1. Displays Customer Name, Time of Arrival, Reservation Number, Car Type requested, rental Status, Rental Type, and Comments, if applicable. To view a specific reservation, key X on the line next to the Customer's Name.  to move cursor down the list of names, as needed. Press **ENTER** to advance you to the selected reservation(s) screen.

**NOTE:** This display can also be selected on the Reservation Menu Screen, #3 by Group. When only a Group is selected the reservation comments are NOT shown as in the above example.

**Reminder!** Scroll forward/backward to view all Customer Reservations. To make a revision to a reservation, key X next to the applicable Customer Name, press **ENTER** and make revisions, as needed.

2. Next Time: Key Next Time (Hour:Minutes/AM/PM) of reservations to be viewed. This is optional, as needed. **ENTER** to advance to the new time listings as requested.
3. To print a copy of the reservations listed, key Y=Yes, over default N=No.

**NOTE:** The function keys are discussed in detail, starting on page 1-5.

#### Category #4-View Reservation by Number

To view a Reservation by Number, key X to select "View by Reservation Number" on the Reservation Menu Screen. Next, you must key a specific Reservation Number on the line following the "R field."

#### Category #5-View National Reservation by Number

To view a Reservation made through National Reservations, key X to select "View by National Reservation Number" on the Reservation Menu Screen. Next you must key a specific National Reservation Number on the line following.

See an example of this below.

ECARS RESERVATION SYSTEM		AARS01-A
Select one of the following:		
"Have you rented from us before?"		
Create a New Reservation	SSN#	(Optional)
	DL#	ST/PROV
View Reservation for Customer Name		by GPBR PPGM or GP
View Reservation for Date	061694	by GPBR PPGM or GP
View By Reservation# R		
View By National Reservation#		
F3=Exit F7=AAI		

**ENTER** to advance to the corresponding Reservation Screen of number requested. Make any revisions necessary.

**NOTE:** The function keys are discussed in detail, starting on page 1-5.

***Congratulations!***

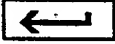
You now know how to **CREATE** a new reservation and **VIEW** a Reservation by the Customer's Name, by the Date, or by the Reservation Number. A "live" Reservation will be a piece-of-cake!

## EXERCISE 2      OPEN A TICKET - CALENDAR DAY

This exercise will guide you through Option 1 - Open a Ticket for a Calendar Day. Be sure to follow the format exactly as stated in this exercise. This ticket will be used again later on in the workbook!

If necessary, key AART01 **ENTER** to access the ECARS Training Menu.

ECARS - ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEM		CCRTMU-A
① - Open A Ticket	11 - Reservations	<b>TRAINING SYSTEM</b>
2 - Correct A Ticket	12 - Callbacks	
3 - Switching Units/ Changing Rates	15 - Cash Management	
5 - Closing A Ticket		
(TICKET SERVICES)		
10 - Open Ticket X-Ref    Name _____ Or Ticket# 000000		
1 Option#	2 D# 000000	3 Branch AC
4 Name _____	5 Home Phone # ( _____ ) _____	7 Res# _____
6 DL# _____	ST/PROV _____	
Cmd1=Exit Cmd8=Lease Cust		

1. Option # Field: Key Option Number 01.
2. D# 000000: This field will remain blank; a ticket number has not yet been created.
3. Branch: Your branch number will be displayed in the field.  to move the cursor to the next field.
4. Name: Key the first three letters of your last name in this field..
5. Home Phone #: Key your Home Phone Number in this field and/or (see number six).
6. DL#, ST/PROV: Key your Driver's License number and State or Province.
7. Res#: This field will remain blank for this exercise. A National Reservation Number or Branch Reservation Number is keyed in this field if one is known.

**ENTER** to accept the information keyed and advance to the next screen.

You should see a listing of all reservations for customers whose last name begins with the same three letters as were keyed. Locate and "X" the reservation you created for yourself. This information will forward to the ticket.

**CMD 1** Exit to Enter Request Prompt.

**CMD 8** Lease Customer. Information about renting to Lease Customers.

There are four screens that must be completed to open a rental ticket. The following example shows Screen 1. Take a few minutes to familiarize yourself with this screen.

1	
CAR TYPE REQ	
RATE QUOTED	\$ _____
RENTAL TYPE (I/B/D/R/C/O) Source Cust # _____ ID _____	
Name	2 _____ (Last*First*)
Street	_____
City	_____ ST _____ Zip _____
Home	( ) 000 - 000 0000
Office	( ) 000 - 000 0000 Ext _____ Employer _____
Other	( 000 ) 000 - 0000 Description _____
Local Address	_____
3	
DL#	_____ ST _____ Expires _____ DOB _____ SSN # _____
Height	_____ Weight _____ Eyes _____ Hair _____
4	
ADDITIONAL DRIVER (Y/N)	_____ Driver Name _____ Age _____
Addr	_____ Lic# _____ St _____ Exp _____
5	
OUT OF STATE	(Y/N) _____
F2=Cust List F3=Exit F4=ID List F5=Rates/Rules F6=Units Avl F8=Prewrite F9=Clr RntrID F10=CC Aprvl F21=ID Rntr F23=More Keys	

There are five basic sections to Screen 1.

**1. Car Type Requested/Rate Quoted:** This information will be pulled forward from the Branch or National Reservation. If a Car Type was not requested, or a rate was not quoted, NONE will be displayed in this field. Reservation comments will be displayed here.

**2. Renter Information:** This section requires basic information about the renter, such as Name, Address, Phone Numbers, etc. Also required are the Rental Type and Source Customer Number, plus ID. The Source Customer Number helps track business referrals.

**3. Driver License:** This section requires all information from the renter's license. Make sure it is current information.

**4. Additional Driver:** This section requires information regarding others who will be driving the rental vehicle.

**5. Out of State:** This section requires a YES or NO answer, and a list of states to which the renter plans to travel.

The various function keys will be discussed in detail at the end of this exercise, page 2-14.

**NOTE:** The information that you had keyed into the reservation should have forwarded to the Open Rental Ticket. For those fields that you left blank, please fill them in appropriately.

## Section 2 - Renter Information

1	RENTAL TYPE I (I/B/D/R/C/O)	Source Cust #	2	ID	
Name	3	(Last*First*)			
Street	4				
City	5	ST		Zip	
Home Phone	( )	-	6		
Office Phone	( )	-	Ext	Employer	
Other Phone	( 000 )	000 - 0000	7	Description	
Local Addr	8				

1. Key I - Insurance for Rental Type.
2. Use State Farm as the Source Customer for this exercise. Key "State" in the Source Customer # Field. Press F2=Cust List. The following screen appears.

MIDWEST	Branch List	SMS002A/c1
GPBR 1520		
Position to description: STATE		
Type options, press Enter.		
1=Select 5=Display		
Opt	Cust#	Description
	STF433	STATE FARM**
	STF246	STATE FARM**
	STF005	STATE FARM**
	STF171	STATE FARM**
		IL 618-555-8877
		MO 314-555-0050
		MO 816-555-1277
		IL 618-555-6688
		+
F2=Details F3=Exit F6=Branch F7=AAI F8=Group F10=State F11=All		
F12=Previous Roll=Forward/Back		

You can press F2=Details again to view a detailed branch list. The detailed list includes the customer name, address, and phone number. This is helpful when there are multiple locations for the customer. If there are no customers on the branch list, you can press F8=Group for a Group list, F10=State for a State list, or F11=All for a list including all customer numbers.

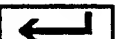

Key "1" in the Opt (option) field next to the first State Farm to select a customer number. The screen automatically forwards to the contacts screen. See example screen on the next page.

MIDWEST	Contacts	SMS005A/01
GPBR 1520	STF433	STATE FARM**
Position to: _____		1444 MAINE STREET
Type options, press Enter		QUINCY IL 62301
1=Select		618-534-3300 618-435-4455
Opt Name	Opt Name	
JOHNATHAN, MARTIN		
WILLIAM, COX		
F3=Exit	F7=AAI	F9=Add
	12=Previous	Roll=Forward/Back

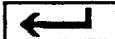
Key "1" in the selection field next to the first Adjustor Name.


3. Key your name as the renter. Last Name\* First Name\*. To key an asterisk, press and hold the SHIFT key while pressing the 8\* key.

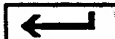
4.  to move the cursor to the next line and key your address.

5.  to move the cursor to the next line and key the City.  to move the cursor to the next field and key the State abbreviation. Key the Zip code.

6. Key Home and Work Phone Numbers. Don't forget to include the Area Code. If the extension is four digits or less in length, key the extension. Key your Employer Name.

7.  to move cursor to the next line and key other Phone Number (include area code) and a brief description, as needed.

8.  to move the cursor to the next line and key the Local Address of the renter if other than home address.

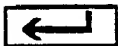
 to move to the next section, if necessary.



### Section 3 - Driver License

1	2	3	4
DL# 123456789	ST MO Expires 062594	DOB 032760	SS# 555 55 5555
Height 6 02 Weight 175 Eyes BROWN Hair BLONDE			

1. Key the Driver License Number (no spaces are necessary).
2. **TAB RIGHT** and key the State abbreviation and Expiration Date.
3. Key Date of Birth.
4. If you keyed your SS# on the Training Menu Screen, it will be pulled forward. If not, key the SS#.
5. Key Height, Weight, Eye Color and Hair Color.



to move cursor to the next section, if necessary.

#### Section 4 - Additional Driver

1		2	
ADDITIONAL DRIVER (Y/N)	Y	Driver Name	TIM HILLMAN
Age	25		
Addr		Lic#	3
St		Exp	

1. Key Y - Yes for an Additional Driver. Key the name of a family member or friend.
2. **TAB RIGHT** to move the cursor to the next field. Key the Age of the Additional Driver. If you do not know the exact age, but know they meet the age requirement, key 25.
3. Key additional Driver Address.

**TAB RIGHT** to move cursor to next field. Key Additional Driver License Information.

**←** to move cursor to the next section, if necessary.

#### Section 5 - Out of State

OUT OF STATE (Y/N)	Y	ILLINOIS
--------------------	---	----------

Key Y - yes and key the State(s) to which the renter plans to travel.

Press **ENTER** to accept the information keyed and advance to Screen 2. RALPH will scan the information you have keyed from top to bottom. If any errors exist, or if a field has been left blank, an ERROR MESSAGE displays at the bottom of the screen. This message will explain exactly what needs to be corrected and the cursor will be placed at that field. See the section on ERROR MESSAGES for more information.

Make any necessary corrections and press **ENTER** again. Repeat this procedure until Screen 2 appears.

**NOTE:** The function keys will be discussed in detail at the end of this exercise, page 2-14.

Screen 2 is broken down into three sections.

1	
2	<div style="display: flex; justify-content: space-between;"> <span>Source Cust# 999999 ID 999</span> </div> <div style="display: flex;"> <div style="flex: 1;"> <b>COMPANY BILL TO</b> (Y/N) <input type="checkbox"/> </div> <div style="flex: 1;"> Cust# <input type="text"/> ID <input type="text"/> Attn <input type="text"/> </div> </div> <div style="display: flex; margin-top: 5px;"> <div style="flex: 1;"> Complete If Cust # 999999 </div> <div style="flex: 2;"> Name <input type="text"/> (Company Name**) </div> </div> <div style="display: flex; margin-top: 5px;"> <div style="flex: 1;">Street <input type="text"/></div> <div style="flex: 1;">City <input type="text"/></div> <div style="flex: 1;">ST <input type="text"/></div> <div style="flex: 1;">Zip <input type="text"/></div> </div> <div style="display: flex; margin-top: 5px;"> <div style="flex: 1;">Phone <input type="text"/></div> <div style="flex: 1;">( <input type="text"/> ) <input type="text"/> - <input type="text"/></div> <div style="flex: 1;">Ext <input type="text"/></div> </div>
3	<b>CLAIM/POL/PO#</b> <input type="text"/> Max Amount <input type="text"/> (C/Claimant, I/Insured, T/Theft) Insured <input type="text"/> Loss Date <input type="text"/> Car Sale Referral <input type="text"/>  <div style="display: flex; justify-content: space-between;"> <div> <b>SHOP</b> Cust# <input type="text"/> Car Yr <input type="text"/> </div> <div> Name <input type="text"/> Make/Model <input type="text"/> </div> <div> Attn <input type="text"/> Phone ( 000 ) 000 - 0000 </div> </div>
F2=Cust List    F3=Exit    F4=ID List    F5=Rates/Rules    F7=AAI    F8=Prewrite F10=CC Approval    F11=CK Approval    F12=Prev	

**1. Special Instructions:** If Special Instructions exist for the Source Customer Number, they will be displayed.

**2. Company Bill To:** This section requires a YES or NO answer. If yes, the Customer Number to be billed, the ID # and other company information are required.

**3. Claim/Pol/PO#:** This section requires the Claim, Policy or Purchase Order Number along with information regarding the Damaged/Stolen Vehicle, Insurance Rate and Shop Information.

**NOTE:** The function keys will be discussed in detail at the end of this exercise, page 2-14.

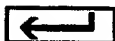
## Section 2 - Company Bill To

Source Cust# 999999 ID 999	
COMPANY BILL TO (Y/N)	Cust# ID Attn
Complete If	Name (Company Name**)
Cust # 999999	Street
	City
Phone ( )	ST Zip
	Ext

Key "Y"-Yes in the Company Bill To section. Key your Last Name in the Bill to Cust# field and press F2=Cust List. Key "1" in front of your name on the list. Or press F8=Group to access the Group list if your name is not on the Branch list. This will automatically take you to the Source ID List. Key "1" next to 999 UNKNOWN\*\*.

**NOTE:** If your name is not on the list, key 999999 as the Cust# and 999 as the ID. Key your name on the Attention Line next to the ID field. The Name and Address section must be completed if 999999 was used as the Customer Number. Key the following if 999999 was used:

Your Name (LAST\* FIRST\*)  
 Somewhere Lane  
 Anytown, USA 12345  
 Phone Number: 123-456-7890 Ext. 123



to move the cursor to the next section.

## Section 3 - Claim/Pol/PO#

CLAIM/POL/PO#	Max Amount
(C/Claimant, I/Insured, T/Theft)	Insured
Loss Date	Car Sale Referral
SHOP Cust#	Name
Car Yr	Make/Model
	Attn
	Phone ( 000 ) 000 - 0000

Key the Claim # - ABC9876-02. Key the Max Amount to be paid by the insurance company - "17 per day" on the first line and "30 day Max" on the second line. Key an "I" in the selection field for Insured. Key "Sally Brown" as the insured. Key yesterday's date as the Loss Date. Key an "X" if the customer would like their information forwarded to the Car Sales department to be put on the prospective car sale purchaser's list. F2=Cust List to look up a Shop Cust #, X the shop customer. The customer's name and phone # will forward to the screen. Key "Bob" as the contact. Key "94 Chevy Blazer" as the Yr/Make/Model.

**ENTER** to advance to Screen 3. If any errors exist, correct them as you did on the previous screen.

Screen 3 is broken down into four sections.

1									
2	Callback Type	__	B/S	__	Adj	__	Svc	__	Cust
3	Calendar Day	__	24 Hour Day	__	Specials	__			
4	Sales Tax %	__	Fuel Charge	__	Per	__			
	Drop Charge	__	Drop Location	__					
	GOVTSCHG		06%						
	AP/ACC		06%						
	LESERTAX		10%						
	ADDLDRVR		2.00 per day	Additional Driver Indicated					
F3=Exit    F5=Rates/Rules    F8=Prewrite    F10=CC Approval    F11=Check Approval F12=Previous									

**1. Special Instructions:** If Special Instructions exist for your Bill To Customer Number, they will be displayed.

**2. Callback Type:** A "Callback" is a service offered to all customers. The rental branch personnel places calls to Body Shops and Service Departments to check the status of the customer's vehicle. Calls are then made to adjustors for extensions and to customers to pass along information (the car is ready, last day the insurance company will pay is XXX, etc.). This section requires the Callback Type to be marked with an "X". The Callback Type will help RALPH distinguish the callback list to which this ticket should be assigned.

**3. Calendar/24 Hour/ Specials:** You can decide here whether billing will be on a Calendar day or 24-hour basis. You can also go to the "Specials" screen by placing an X next to Special.

**4. Taxes and Additional Charges:** This section will display tax information, fuel charges, and additional charges that have been customized by Group/Branch. You can choose what charges apply by simply placing an X in front of the charge. You can also note if a drop charge applies.

**NOTE:** The function keys will be discussed in detail at the end of this exercise, page 2-14.

## Section 2 - Callback Type

Callback Type	_____	B/S	_____	Adj	_____	Svc	_____	Cust	_____
---------------	-------	-----	-------	-----	-------	-----	-------	------	-------

Key an "X" to mark this ticket as both a B/S and Adj. Callback.

## Section 3 - Calendar / 24 Hour / Specials

Calendar Day	_____	24 Hour Day	_____	Specials	_____
--------------	-------	-------------	-------	----------	-------



to move cursor to next line and Key an "X" in the selection field for Calendar Day.

## Section 4 - Taxes and Additional Charges

Sales Tax %	_____	Fuel Charge	_____	Per	_____
Drop Charge	_____	Drop Location	_____		
GOVTSCHG	_____	06%	_____		
AP/ACC	_____	06%	_____		
LESERTAX	_____	10%	_____		
ADDLDRVR	_____	2.00 per day	Additional Driver Indicated		
F3=Exit	F5=Rates/Rules	F8=Prewrite	F10=CC Approval	F11=Check Approval	
F12=Previous	_____				

The Sales Tax/Surcharge and Fuel Charges will be preloaded by Ralph. The fields for Drop Charge and Drop Location will remain blank for this exercise. You may see a few other charges in this section. These charges are Group/Branch specific and have been customized by your Group Business Manager.

**ENTER**

to advance to Screen 4. If any errors exist, correct them as you did on the previous screen.

Screen 4 is broken down into six sections.

1	
CAR TYPE REQUESTED	
RATE QUOTED \$ .00	F5=Rates
2	
DATE OUT _____ Time _____	(Start Chgs If Diff Date _____ Time _____)
	Cust Ext Date _____ Time _____
Auth Until Date 000000	
ECAR # _____	3 License # _____ Or Serial # _____ Not on File _____
RATE .00 /Hour .00 /Day .00 /Week .00 /Month Disc%	
MILEAGE _____ /Mile After: _____ /Day _____ /Week _____ /Month	
4 No Charge	
DW .00 /Day	\$136.34 Est Charges
PAI .00 /Day	
SLP 5.99 /Day	
5 DEPOSITS Cash .00 Check .00 CC .00	
CALLBACK NOTE	
6 Update Code _____ Emp# _____ Emp# if Different _____	
F3=Exit	F5=Rates/Rules F6=Units Avl F7=AAI F8=Prewrite
F9=Unit Pend	F10=CC Approval F11=Ck Aprvl F12=Prev F16=Est Chgs

**1. Car Type Requested/Rate Quoted:** This information will be pulled forward from the Branch or National Reservation. If a Car Type was not requested, or a rate was not quoted, NONE will be displayed in this field.

**2. Date Out/Current and Customer Ext:** Today's Date and Time will be supplied by Ralph. Current Ext Date appears if you placed an "X" in B/S, Adj or Service Callback. Customer Ext date appears if you placed an "X" in Customer Callback.

**3. ECAR #:** This section requires an ECAR Number and License or Serial Number to be keyed. You can key this from the key tag or by using F6=Units Available. If the unit information is not available, use F9=Unit Pending. The ticket will print, but you must complete this information, when available, using option 9 on the ECARS Main Menu, "Complete a Ticket".

**4. Rate:** This section requires information regarding the daily rate, along with the mileage limitations and charges. Estimated Charges, Damage Waiver, PAI and SLP daily rates are also included in this section. All rates are examples only. Please check with your Group for correct rates.

**5. Deposits:** This section requires information regarding the deposit to be taken at the time of the rental and how it was received.

**6. Callback Note:** Key a brief note in the Callback Note field, as necessary. This note pulls forward to the Rental Ticket for reference.

**NOTE:** The function keys will be discussed at the end of this exercise, page 2-14.


## Section 1 - Car Type Requested/Rate Quoted

CAR TYPE REQ	None
RATE QUOTED	None

This information would be pulled from the reservation if available.

## Section 2 - Date Out

DATE OUT	Time	(Start Chgs If Diff Date	Time
Auth Until Date 000000		Curr Ext Date	Time

 to move cursor to the Current Ext date field. Key today's date. Follow this example: June 10, 1997 should be keyed as 061097. October 02, 1997 should be keyed as 100297.


 to move cursor to the next section.


## Section 3 - ECAR #

ECAR #	License #	Or Serial #	Not on File
--------	-----------	-------------	-------------

Press F6= Units Available. The following is a partial display of the Units Available Screen.

UNITS NOT RENTED - PPGM						Next Unit	P01844 CCRA16-A		
						Next Branch			
Unit-#	License-#	BB	YR	Make	Modl	Sers	Color	Shp	Last-Location
X P00174	P00174		94	PONT	BONN	SE4D	WHITE	PPGM	NEW STK
P00227	P00227		94	PONT	GPRI	LE4D	GRAY	PPGM	

Place an "X" in the selection field to the left of the unit to be rented . The unit information will be pulled forward to the rental ticket and Screen 4 will reappear.




 to move cursor to the next section.

## Section 4 - Rate

RATE		.00/Day	.00/Week	.00/Month	Disc%
MILEAGE	/Mile After:	/Day	/Week	/Month	
	No Charge				
DW	.00 /Day				
PAI	.00 /Day				\$136.34 Est Charges
SLP	5.99 /Day				

1. Key 16.99  in the Daily rate field.  

2. Key an "X" in the No Mileage Charge field.

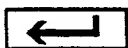
3. Key 7  in the Damage Waiver Field. Key 1  in the PAI field. SLP amount will be preloaded.  over it to remove the charge.



## Section 5 - Deposits

DEPOSITS Cash 100 Check .00 CC .00

Key 100 **FIELD EXIT** in the Cash field to designate a \$100 Cash deposit.



to move cursor to the next section.

## Section 6 - Callback Note

CALLBACK NOTE 1  
2 Update Code        Emp# 55555 Emp# if Different 00000

1. Key a brief note, as necessary.
2. Key your Update code and your 5-digit Employee Number.

**ENTER** to accept information keyed. Correct any errors, if necessary. The ECARS Training Menu will be displayed when ticket is accepted.

**Congratulations!**

You have just completed your first rental ticket.  
In the "live" ECARS program, the completed rental ticket would print from the DR Ticket Printer.

## **FUNCTION KEYS FOR OPTION 1 - OPEN A TICKET**

Listed on the bottom portion of each screen are several Function (F) keys. Each one performs a function that may be used while opening a ticket.

<b><u>F2 = Cust List</u></b>	Displays a list of customer names and numbers that are to be used for sourcing and/or billing.
<b><u>F3 = Exit</u></b>	Return to ECARS Main Menu.
<b><u>F4 = ID List</u></b>	Displays a list of ID numbers for individual adjustors, agents, etc. for each customer number.
<b><u>F5 = Rates/Rules</u></b>	Allows access to Rates/Rules in Special Instructions for that customer.
<b><u>F6 = Units Avl</u></b>	Displays list of all units available for rent and in the shop.
<b><u>F7 = AAI</u></b>	Allows access to the Inquiry Programs.
<b><u>F8 = Prewrite</u></b>	Allows a daily rental ticket to be written when only a portion of the ticket information is available.
<b><u>F9=Clr RntrID (Screen 1)</u></b>	Allows you to clear existing customer information from fields so you can key new information.
<b><u>F9 = Unit Pend (Screen 4)</u></b>	Allows a daily rental ticket to be written without keying the unit information.
<b><u>F10 = CC Approval</u></b>	Allows access to the credit card swipe window for deposits, authorizations, payments, etc.
<b><u>F11 = CK Approval</u></b>	Allows access to the check authorization window.
<b><u>F12=Prev</u></b>	Allows access to the previous screen.
<b><u>F13=Insurance</u></b>	Allows access to a screen to key Renter's insurance coverage information.
<b><u>F14=Credit Ck</u></b>	Allows access to a screen to key Renter's credit information.
<b><u>F16 = Est Chgs</u></b>	Displays an estimated calculation of charges when opening a ticket for accurate credit card authorization and charge procedures.
<b><u>F21=ID Rntr</u></b>	Allows you to locate previous renter information without exiting the reservation.
<b><u>F23=More Keys</u></b>	Allows you to display function keys that are not shown when the screen is in the original display mode.

## EXERCISE 3      OPEN A TICKET - 24 HOUR

This exercise will guide you through Option 1 - Open a Ticket for a 24 hour clock. Be sure to follow the format exactly as stated in this workbook. This ticket will be used again later!

If the ECARS Training Menu is not still on the screen from the previous exercise, key AART01 on the Enter Request line **ENTER**. The ECARS Training Menu will appear.

ECARS - ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEM		CCRTMU-A
① - Open A Ticket	11 - Reservations	<b>Training System</b>
2 - Correct A Ticket	12 - Callbacks	
3 - Switching Units/ Changing Rates	15 - Cash Management	
5 - Closing A Ticket		
(TICKET SERVICES)		
10 - Open Ticket X-Ref    Name _____ Or Ticket# 000000		
-----		
1    Option#	D# 000000	Branch GM
-----		
2    Name	3    Home Phone # (    )    -    Res#	
	DL#	ST/PROV
-----		
Cmd1=Exit Cmd8=Lease Cust		

1. Option Field:      Key Option Number 01.
2. Name:              Key the first 3 letters of your favorite celebrity's last name in this field.
3. Home Phone #:      Do NOT key a Home Phone Number or Driver's License Number this time.

**ENTER**      to accept the information keyed and advance to the next screen.

Locate and "X" your favorite celebrity's reservation you previously created. This information will forward to the ticket.

**CMD 1**      Exit to Enter Request Prompt.

**CMD 8**      Lease Customer. Information about renting to Lease Customers.

Once again, information that was keyed into the reservation should have forwarded to the rental ticket. If not, key information as necessary.

## Section 2 - Renter Information

1	RENTAL TYPE	R	(I/B/D/R/C/O)	2	Source Cust #	999999	ID	
	Name	3			(Last*First*)			
	Street	4						
	City	5		ST		Zip		
	Home Phone	(		)		-	6	
	Office Phone	(		)		-	Ext	Employer
	Other Phone	(	000	)	000	-	0000	7 Description
	Local Addr	8						

1. Key R - Retail for Rental Type.
2. Key 999999 as the Source Customer # **TAB RIGHT**. Key 999 as the ID.
3. Key your favorite celebrity's name as the renter. Last Name\* First Name\*. To key an asterisk, press and hold the **SHIFT** key while pressing the 8\* key.
4. **←** to move the cursor to the next line and key your address.
5. **←** to move the cursor to the next line and key the City. **TAB RIGHT** to move the cursor to the next field and key the State abbreviation. Key the Zip Code. **←**
6. Key Home and Work Phone Numbers. Don't forget to include the Area Code. If the extension is 4 digits or less in length, key the Extension. Key your Employer Name.
7. **←** to move cursor to next line and Key Other Phone Number (include area code) and Description, as needed.
8. **←** to move the cursor to the next line and key the Local Address of the renter if other than their home.  
**←** to move cursor to the next section, if necessary.

## Section 3 - Driver License

1	DL#	123456789	2	ST MO	Expires	052594	3	DOB	032760	SSN#	
4	Height	6 02	Weight	175	Eyes	BROWN	Hair	BLONDE			

1. Key the Driver License Number (no spaces are necessary).
2. **TAB RIGHT** and key the State abbreviation and Expiration Date.
3. Key the Date of Birth and the Social Security Number, if it has not already been preloaded.
4. Key Height, Weight, Eye Color and Hair Color.

**←** to move cursor to the next section, if necessary.

#### Section 4 - Additional Driver

1		2	
ADDITIONAL DRIVER (Y/N)	Y	Driver Name	TIM HILLMAN
Age	25		
Addr	3	Lic#	4
St		Exp	

1. Key Y - Yes for an additional driver. Key the name of a family member or friend.
2. **TAB RIGHT** to move the cursor to the next field. Key the Age of the additional driver. If you do not know the exact age, but know they meet the age requirement, key 25
3. Key Additional Driver Address.
4. **TAB RIGHT** to move cursor to next field. Key Additional Driver License Information.

**←** to move cursor to the next section, if necessary.

#### Section 5 - Out of State

OUT OF STATE (Y/N)	Y	ILLINOIS
--------------------	---	----------

Key Y - Yes, and key the State(s) to which the renter plans to travel.

Press **ENTER** to accept the information keyed and advance to Screen 2. RALPH will scan the information you have keyed from top to bottom. If any errors exist, or if a field has been left blank, an **ERROR MESSAGE** will be displayed. This message will explain exactly what needs to be corrected and the cursor will be placed at that field. See the section on **ERROR MESSAGES** for more information.

Make any necessary corrections and press **ENTER** again. Repeat this procedure until Screen 2 appears.

## Section 2 - Company Bill To

Source Cust# 999999		ID 999
COMPANY BILL TO (Y/N) <input checked="" type="radio"/> N	Cust#	ID Attn
Complete If	Name	(Company Name**)
Cust # 999999	Street	
	City	ST Zip
Phone ( ) -		Ext

Key N - No. There will be no company billing for this exercise.



to move the cursor to the next section.

## Section 3 - Claim/Pol/PO#

CLAIM/POL/PO#		Max Amount
(C/Claimant, I/Insured, T/Theft)		Insured
Loss Date	Car Sale Referral	
SHOP Cust#	Name	Attn
Car Yr	Make/Model	Phone ( 000 ) 000 - 0000

This section will remain blank for this exercise since there is not a direct bill set up.



to advance to Screen 3. If any errors exist, correct them as you did on the previous screen.

## Section 2 - Callback Type

Callback Type	B/S	Adj	Svc	Cust
---------------	-----	-----	-----	------

Key an "X" to mark this ticket as a Customer Callback.

## Section 3 - Calendar / 24 Hour / Specials

Calendar Day	24 Hour Day	Specials
--------------	-------------	----------

**TAB RIGHT**

to move cursor to next field an Key an "X" in the selection field for 24 hour.

## Section 4 - Taxes and Additional Charges

Sales Tax %	Fuel Charge	Per
Drop Charge	Drop Location	
GOVTSCHG	06%	
AP/ACC	06%	
LESERTAX	10%	
ADDLDRVR	2.00 per day	Additional Driver Indicated
F3=Exit	F5=Rates/Rules	F8=Prewrite
F10=CC Approval	F11=Check Approval	
F12=Previous		

The Sales Tax/Surcharge and Fuel Charges will be preloaded by Ralph. The fields for Drop Charge and Drop Location will remain blank for this exercise. You may see a few other charges in this section. These charges are Group/Branch specific and have been customized by your Group Business Manager.

**ENTER** to advance to Screen 4. If any errors exist, correct them as you did on the previous screen.

### Section 1 - Car Type Requested/Rate Quoted

CAR TYPE REQ	None
RATE QUOTED	None

No information is available for this exercise.

### Section 2 - Date Out

DATE OUT	Time	(Start Chgs if Diff	Date	Time
		Cust Ext	Date	Time

 to move cursor to the Cust Ext Date field. Key today's date. The other fields in this section will remain blank for this exercise.

 to move cursor to the next section.

### Section 3 - ECAR #

ECAR #	License #	Or Serial #	Not On File
--------	-----------	-------------	-------------

Press F6=Units Available. The following is a partial display of the Units Available Screen.

UNITS NOT RENTED - PPGM								Next Unit	P01844 CCRA16-A
								Next Branch	_____
Unit-#	License-#	BB	Yr	Make	Modl	Sers	Color	Shp	Last-Location
P00174	P00174		94	PONT	BONN	SE4D	WHITE	PPGM	NEW STK
X P00227	P00227		94	PONT	GPRI	LE4D	GRAY	PPGM	


Place an "X" in the selection field to the left of the unit to be rented **ENTER**. The unit information will be pulled forward to the rental ticket and Screen 4 will reappear.

 to move cursor to the next section.

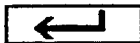


## Section 4 - Rate

RATE	1	.00 /Hour	.00 /Day	.00 /Week	.00 / Month	Disc 8
MILEAGE	2	/Mile After:	/Day	/Week	/ Month	
		No Charge				
	3	DW	.00 /Day			
		PAI	.00 /Day			
		SLP	.00 /Day			

1. Key 6 **FIELD EXIT** in the Hourly Rate field. Key 24.95 **FIELD EXIT** in the Daily Rate field. The Weekly and Monthly Rate fields will remain blank for this exercise. The field for Discount will remain blank also. 

2. Key 25 in the Mileage Charge field. Key 100 in the Per Day Mileage Allowance field. Weekly, Monthly and No Charge will remain blank.



to move cursor to Damage Waiver/Day Field.

3. Key 9 **FIELD EXIT** in the Damage Waiver field. Key 1 **FIELD EXIT** in the PAI field.

**FIELD EXIT** over the SLP amount to remove it.

## Section 5 - Deposits

The Deposit will be a \$200.00 Authorization by Credit Card. Press F10=CC Approval. The following Pop-Up Window will appear.

SWIPE CARD NOW  
OR PRESS ENTER  
Cmd1=Exit

Swipe a credit card (MC, AMX, VISA, DISC). This is the training system, no records will be produced, so you may use your own credit card. Once the card is swiped, the next screen will appear *but* if the credit card was NOT swiped, press **ENTER** for the next screen.

CREDIT CARD APPROVAL  
CC# \_\_\_\_\_ Exp Date 0000  
CC holder \_\_\_\_\_  
Trans Type \_\_\_\_\_ Amount \$ \_\_\_\_\_ .00  
A-Auth \_\_\_\_\_ X-Imprint Only  
B-Sale \_\_\_\_\_  
Auth# \_\_\_\_\_ (required for call-ins)  
Cmd1=Exit Cmd12=Prev Help Enter=Cont

If the card was swiped, the CC #, Exp. Date and Card Holder Information will be displayed. If you pressed **ENTER**, key the information. Key "A" - authorization as the transaction type. Key \$200.00 as the amount. **ENTER** to accept the information and return to the ticket. The information from the swipe window will forward to the ticket.



to move cursor to the next section.

## Section 6 - Callback Note

CALLBACK NOTE \_\_\_\_\_ 1  
Update Code \_\_\_\_\_ Emp# 00000 Emp# if Different 00000  
\_\_\_\_\_ 2

1. Key a brief note, as necessary.
2. Key your Update Code and five-character Employee Number.

**ENTER** to accept information keyed. Correct any errors, if necessary. The ECARS Training Menu will be displayed when ticket is accepted.

**CONGRATULATIONS!** You have just completed your second rental ticket. In the "live" ECARS program, the completed rental ticket would print from the DR Ticket Printer.

**Two down, one to go!**

## ***EXERCISE 4      SPECIALS***

Exercise 4 will guide you through opening a ticket with a Weekend/Holiday special rate. You will be the renter.

Use Option 1 - Open a Ticket and complete Screens 1,2 and 3. In the section "Calendar/ 24 Hour/ Specials,"

"X" 24 hour and Specials **ENTER** . The following screen will appear.

WEEKEND SPECIAL RATES					
1	START SPECIAL	Date 051195	Time 0925 AM	OR	Date _____ Time _____
	END SPECIAL	Date _____	Time _____		
2	DAILY SPECIAL	Rate _____ / Day			
		Miles _____ / Day	OR		No Charge
	***** OR *****				
	PACKAGE SPECIAL	Rate _____ / Pkg			
		Miles _____ / Day	OR		No Charge
	F3=Main Menu F5=Rates/Rules F7=AAI F12=Previous				

Two Options are available for Special Rates.

Option 1 - Daily Special.

Option 2 - Package Special (one price charged for a specific number of days and miles).

1. Key an X in the slot to the left of the current date and time. If you wanted to start the special at a date/time other than the current date/time, you could key the appropriate date/time in the field provided. Key the date and time that the special will end.

The Start and Stop Dates are very important, especially if the renter has the vehicle for any length of time before or after the Special Rates apply.

For this exercise, we will use a daily rate of \$19.95 per day/100 miles per day.

2. Key the Rate and Mileage information in the appropriate fields in the section for Daily Special.

**ENTER** Screen 4 for a 24 hour rental will appear.

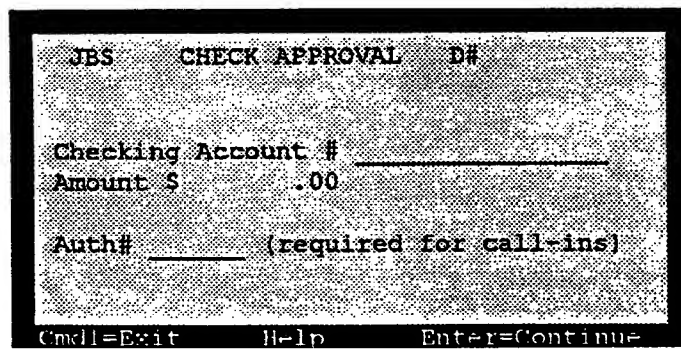
F3=Main Menu.	Return to the ECARS Main Menu.
F5=Rates/Rules.	Allows access the Rates/Rules Screen.
F7=AAI.	Allows access to inquiry programs.
F12=Previous	Returns to the previous screen.

It is imperative that this screen be completed. The customer must be notified that if they have the vehicle BEFORE or AFTER the Special Rates apply, they will be charged the Regular Daily Rate for that vehicle. These rates will be printed on the rental contract along with the Special Rates.

**NOTE:** Only one special rate is allowed per rental contract. If the customer has more than one applicable special, the contract must be closed and a new contract opened reflecting the new special.

Complete Screen 4 - Unit, Rate and Damage Waiver/PAI information. Use \$8.00 as the hourly rate and \$32.95 as the Daily Rate with 100 free miles - overmileage at 25 cents per mile.

A deposit of \$100.00 will be taken by check for this rental. Press F11= CK Approval. The following Pop-Up Window will appear. Your Group may or may not use a Check Approval Service on a daily basis.



JBS CHECK APPROVAL D#

Checking Account # \_\_\_\_\_

Amount \$ .00

Auth# \_\_\_\_\_ (required for call-ins)

Ctrl=Exit H-lp Enter=Continue

The driver's license number, state and expiration date will be pulled forward from the rental contract. If the customer issuing the check is not the renter, key the new driver's license information.

Key the amount of the check **ENTER**. The window will return stating the check has been authorized, along with the authorization number. **ENTER** to return to the daily rental contract.

Resume keying any information needed **ENTER** to complete the ticket.

## Congratulations!

You have now successfully opened a daily rental ticket for each of the rental ticket categories; 24 hour, Calendar Day and Specials.

## EXERCISE 5      OPEN TICKET CROSS REFERENCE

Exercise 5 will show you how to look up an open Daily Rental Ticket by Name or Ticket #. This option is very helpful for identifying Gpbr, Unit Number and License Number information.

ECARS - ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEMCCRTMU-A

1 - Open A Ticket

2 - Correct A Ticket

3 - Switching Units/  
Changing Rates

5 - Closing A Ticket

11 - Reservations

12 - Callbacks

15 - Cash Management

TRAINING  
SYSTEM

(TICKET SERVICES)

2.

A  
Name SMITH

B  
Or Ticket# 000000

⑩ - Open Ticket X-Ref

1.Option#

D# 000000

Branch GM

Name

Home Phone # (        )

Res#

DL#

ST/PROV

Cmd1=Exit Cmd8=Lease Cust

1. Key Option # 10. TAB LEFT to position the cursor in the selection field to the right of the Option Number. See the box marked on the example.
2. The customer's last name is keyed in Field A. If the ticket number is known, but not the customer name, key the ticket number in Field B. For this exercise, key your last name in Field A ENTER. The following screen will appear.

NEXT CUSTOMERKey customer's name here to look up another ticket.CCRA14-

Customer Name	GPBR	Ticket	Unit #	License #
SMITH* ROBERT*	PFGM	999007	P00224	P00224

Cmd1=Return Cmd3=Main Menu Cmd7=AAI

The Open Ticket Cross Reference displays the customer's Name, Gpbr, DR ticket number, Unit # and License #.

You may look up another ticket from this screen. Key your favorite celebrity's last name in the section marked Next Customer and press ENTER. RALPH will locate that name and display the information.

Write down the numbers of all the tickets you created. Return to the Training Menu by pressing CMD 1.

# ECARS - ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEM

CCRTMU-A

- |  |                      |
|--|----------------------|
| 1 - Open A Ticket                      | 11 - Reservations    |
| 2 - Correct A Ticket                   | 12 - Callbacks       |
| 3 - Switching Units/<br>Changing Rates | 15 - Cash Management |
| 5 - Closing A Ticket                   |                      |

TRAINING  
SYSTEM

(TICKET SERVICES)

⑩ - Open Ticket X-Ref

2.

A

Name SMITH

B

Or Ticket# 000000

1. Option# D# 000000 Branch GM

Name

SSN#

Res#

DL#

ST/PROV

Cmd1=Exit Cmd8=Lease Cust

Look up the ticket by keying the daily rental ticket number.

1. Key Option # 10.

2. Key the daily rental ticket number in Field B. **ENTER** The following screen will appear.

NEXT TICKET # Key the next Ticket # here

CCRA14-

Ticket	GPBR	Customer Name	License #	Unit #
999007	PPGM	SMITH* ROBERT*	P00224	P00224

Cmd1=Return Cmd3=Main Menu Cmd7=AAI

The Ticket Number, Gpbr, Customer Name, License # and Unit # are displayed.

To look up another ticket from this screen, key the ticket number in the section Next Ticket Number **ENTER** RALPH will locate and display the information.

**CMD 1=Return** Return to ECARS Training Menu. In the "live" ECARS System, CMD 1 recalls the Ticket Services Menu.

**CMD 3=Main Menu** Main Menu. In the Training System, CMD 3 returns the Training Menu. The "live" system will return to the Main ECARS Menu.

**CMD 7=AAI.** AAI. Access Inquiry programs.

## EXERCISE 6      CORRECT A TICKET

Option 2 - Correct a Ticket, allows you to correct/add/delete information on an open Daily Rental Ticket. This option is most commonly used to add claim information, shop information, additional drivers, etc. This option is NOT used to switch units or change rates.

ECARS - ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEM      CCRTMU-A

1 - Open A Ticket	11 - Reservations
② - Correct A Ticket	
3 - Switching Units/ Changing Rates	12 - Callbacks
5 - Closing A Ticket	15 - Cash Management

(TICKET SERVICES)

10 - Open Ticket X-Ref      Name SMITH      Or Ticket# 000000

-----  
Option#      D# 999007      Branch GM  
-----

Name      Home Phone # (      )      Res#  
DL#      ST/PROV

Cmd1=Exit      Cmd8=Lease Cust

TRAINING SYSTEM

1. Key Option # 02.
2. Key the Daily Rental Ticket Number (use the lowest ticket number from Exercise 5 - Open Ticket Cross Reference).

**ENTER** to accept the information and advance to the Correct a Ticket screen.

Screen 1 is very similar to that of Option 1 - Open a Ticket.

### Screen 1

**RENTER INFORMATION** Rental Type B (I/B/D/R/C/O) Source Cust# 999999 ID 999  
Name SMITH\* ROBERT\* (Last\*First\*)  
Street 123 MAIN STREET  
City ANYTOWN ST MO Zip 63141  
Home Phone ( 000 ) 000 - 0000 Office Phone ( 555 ) 555 - 5555 Ext 5555  
Other Phone ( 000 ) 000 - 0000 Local Address  
Driver License 123456789 State MO Expires 052596  
DOB 091925 Height 6 02 Weight 175 Eyes BROWN Hair BLONDE  
SSN # 555 55 5555 Employer  
Additional Driver (Y/N) Y Driver Name JOHN JONES  
Driver Address Age 32  
Driver License State Expires 000000  
Out Of State (Y/N) N  
Company Bill-To (Y/N) N Cust# ID Attn  
Complete If Name (COMPANY NAME\*\*)  
Cust# 999999: Street  
City ST Zip  
Phone ( 000 ) 000 - 0000 Ext 0000

F2=Cust List F3=Exit F4=ID List F7=AAI

Screen 1 includes the sections:

Renter Information  
Additional Driver  
Company Bill To

Driver License  
Out of State

Any information on this screen may be changed by keying directly over what is displayed. Information may also be added or deleted if necessary. **ENTER** to accept changes/additions/deletions and advance to Screen 2.

**F2**

Customer List.

**F3**

Exit to Main Menu.

**F4**

ID List.

**F7**

AAI. Access Inquiry programs.



## Screen 2

Current Rate Effective On 06/13/97

Bill-To \_\_\_\_\_

Attn \_\_\_\_\_

Claim/POL/PO# \_\_\_\_\_

Loss Date 000000

(C/Claimant, I/Insured, T/Theft) \_\_\_\_\_

Insured \_\_\_\_\_

SHOP:

Cust# \_\_\_\_\_

Name \_\_\_\_\_

Attn \_\_\_\_\_

Car Year 93

Make/Model BUICK/REATTACNV

Phone# ( 000 ) 000 - 0000

Surcharge %

5.850

Fuel Charge

5.00

Per RENTAL \_\_\_\_\_

Drop Charge

5.00

Drop Location \_\_\_\_\_

Airport Access

1.000 %

SLP

2.00

/DAY

ADD DRIV

1.00

/DAY

Emp# \_\_\_\_\_

F2=Cust List F3=Exit F7=AAI F12=Previous

Screen 2 includes the sections:

•Current Rate Effective Date

•Additional Charges

•Claim/Policy/PO#

•Employee Number

Any information may be changed by keying directly over what is displayed. Information may also be added or deleted if necessary.

Add a \$5.00 drop charge and key the Gpbr Number of another branch in your Group as the drop location.

Key your 5-digit Employee Number.

**ENTER** to accept information.

**F2**

Customer List.

**F3**

Exit to Main Menu.

**F7**

AAI. Access Inquiry programs.

**F12**

Previous Screen.



## **EXERCISE 7      SWITCHING UNITS/CHANGING RATES**

This exercise will show you how to switch units and/or change rates on an open Daily Rental Contract. Use the ticket # from Exercise 3 - Open a Ticket, 24 Hour.

On the ECARS Training Menu Screen:

1. Key Option # 3.
2. Key the DR Ticket Number.

**ENTER** The following screen will appear.

1	D# 999011	Renter SMITH* ROBERT*	RA03A
<b>SWITCHING UNITS</b>			
UNIT 1	DC0232	DATE/TIME OUT 022296 0835 AM	START MILES 45000
		DATE/TIME IN 022296 0530 PM	END MILES 45101
Old unit returned here _____ or to _____			
New unit _____		License # _____	OR Serial # _____ Not on file
New unit date out _____		Time out _____	
2			
<b>CHANGING RATE-1</b> Original: 2/22/94 8:35 AM Current: 2/24/96 1:31 PM			
New rate effective date _____		Time _____	
Calendar day 24 Hour Day X		Special _____	Discount 00%
Rate 6.00 /Hour 24.95 /Day		.00 /Week	.00 /Month
Mileage @ 25 /Mile after 100 /Day		0 /Week	0 /Month X No Charge
Damage waiver/Day 9.00		PAI/Day 1.00	
Cmd1=Return Cmd4=Units Avail Cmd5=Spec Cmd6=Rate Cmd7-AAI Cmd10=Prev Miles			

The screen is divided into 2 major sections.

1. **Switching Units:** The portion of the screen above the current date and time is used to switch units.
2. **Changing Rates:** The lower portion of the screen, below current date and time, is used to change rates.

Either one or both options may be used.

**NOTE:** The command (function) keys will be discussed at the end of this exercise, page 7-4.

## SWITCHING UNITS

D# 999011		Renter SMITH* ROBERT*		1 Emp# _____		RA03A	
<b>SWITCHING UNITS 2</b>							
UNIT 1	DC0232	DATE/TIME OUT	022294	0835 AM	START MILES	45000	
		DATE/TIME IN	022294	0530 PM	END MILES	45101	
<b>3</b> Old unit returned here _____ or to _____ New unit _____ License # _____ OR Serial # _____ Not on file _____							
<b>4</b> New unit date out _____ Time out _____							

1. Key your five-character Employee Number.
2. Key the returning unit's START and END miles.
3. Key an "X" to indicate the unit is returning to the renting branch (OR key the Gpbr #, etc. if unit is returning to another location). Key the new Unit, License Number, and Serial Number (if known).  
CMD 4 = Units Available may be used (see page 3-5).
4. Key the Date and Time the unit switch becomes effective. If the original date and time are keyed, the Unit History for the first unit will be deleted, and unit two will be the first unit on file for this daily rental ticket.

## CHANGING RATES

CHANGING RATE-1    Original: 6/01/94    8:35 AM    Current: 6/02/94    1:31 PM			
1			
New rate effective date _____		Time _____	
Calendar day    24 Hour Day X		Special _____	Discount    00%
2			
Rate	6.00 /hour	24.95/day	.00/week    .00/month
Mileage @25 [ /mile after	100/day	.0/week	0/month    N/C
3			
Damage Waiver /day	9.00	PAI/day	1.00
Cmd1=Return    Cmd4=Units Avail    Cmd5=Spec    Cmd6=Rate    Cmd7=AAI    Cmd10=Prev Miles			

1. Key the Date and Time the rate change becomes effective. Calendar Day, 24 hour and Special may be changed by keying X, if necessary. A Special Rate may be added/deleted, e.g.: daily rate or package rate. Do not update that information for this exercise.
2. Change the Daily Rate to \$32.99 per day, mileage will stay the same.
3. Damage Waiver and PAI may be added/deleted/changed.

**ENTER** to accept information.

***Congratulations!***

**You have finished learning Exercise 7 - Switching Units/Changing Rates. Do NOT press **ENTER** . Turn to the next page and review the "Command" keys applicable to this section.**

## COMMAND KEYS FOR OPTION 3 - SWITCHING UNITS/CHANGING RATES

Listed on the bottom portion of each screen are several Command (CMD) keys. Each one performs a function that may be used while switching units or changing rates.

### Cmd1=Return

Allows you to exit and return to the ECARS Training Menu Screen.

### Cmd4=Units Avail

Displays a list of Branch Units available to rent.  
See example window below.

UNITS NOT RENTED - PDAC										Next Unit <input type="text"/>	
										Next Branch <input type="text"/>	
Unit #	License #	BB	Yr	Make	Model	Serial	Color	Shp	Last Location		
DC0015	DC0010		94	GEO	METR	2DRH	RED		#899		
DC0006	DC0006		94	NISN	SENT	XE2D	GRAY		Service		
***											
Cmd1=Return Cmd3=Main Menu Cmd7=AAI BB=Buyback No Units Available											

To view other Branch "Units Not On Rent" just key the desired branch number in the upper right hand corner and **ENTER**. Available units will display.

### Cmd5=Spec

Allows you to create special rental rates. e.g.: Weekend Specials, Promotions, etc. See example window below.

CHANGING RATE-1		Original:	6/01/94	8:35 AM	Current:	6/02/94	11:29 AM
Special Rental Rate Applies From Start Date <input type="text"/> Time <input type="text"/>							
To Stop Date <input type="text"/> Time <input type="text"/>							
OPTION 1							
Rate	.00 /Day						
Mileage #	0	\$/Mile	After	0	/Day	No Charge	
*** OR ***							
OPTION 2							
Package Rate	.00	Includes	0	Miles	Excess #	0	\$/Mile OR No Charge
NOTE: SPECIALS CAN ONLY BE ADDED IN THE FIRST RATE SEGMENT							
Cmd1=Return		Cmd7=AAI		Cmd12=Previous Screen			

Key the Start Date and Time the special rate is to begin. Choose Option 1 or Option 2, as needed.

Option 1 requires new Rate (per Day and per Mile). Key X in No Charge field, if mileage is waived.

-OR-

Option 2 requires Package and Mileage Rate specifications. Again, key X in No Charge field, if mileage is waived.

Cmd6=Rate

Displays current rental Rate History on top portion of screen, followed by previous rate history information: Date and Time charges started, Rate/per Day, Mileage (unlimited or charged), Damage Waiver or PAI purchased.

RATE HISTORY		Ticket # D026921		PPGM		CCRH1R-D	
C	Start Charges	02/20/94	10:00 AM				
U	Current rate	6.00/Hour	32.99 /Day				
R	Free Miles	100 /Day					
R	Damage Waiver	9.00 PAI	1.00 Excess Miles At 25 MI	C			
-----							
	Start Charges	02/22/94	08:30 AM				
	Rate	6.00/Hour	24.95 /Day				
	Free Miles	100/Day					
	Damage Waiver	9.00 PAI	1.00 Excess Miles At 25 MI	C			
-----							
Cmd1=Return Enter=Previous Screen							

Cmd7=AAI

Allows access to the Inquiry Programs.

Cmd10=Prev Miles

Allows you to change previously keyed mileage.





## EXERCISE 8      CALLBACKS

Exercise 8 will guide you through Option 12 - Callbacks - to view or update Open Rental Tickets and Reservations for your Branch or for another Branch on your machine. Also, the callback history will remain with the ticket after it has been closed. This is helpful if you have an adjustor or customer who has a question about a closed rental ticket.

ECARS - ENTERPRISE COMPUTER ASSISTED RENTAL SYSTEM		CCRTMU-A
1 - Open A Ticket	11 - Reservations	TRAINING SYSTEM
2 - Correct A Ticket	12 - Callbacks	
3 - Switching Units/ Changing Rates	15 - Cash Management	
5 - Closing A Ticket		
(TICKET SERVICES)		
10 - Open Ticket X-Ref    Name _____ Or Ticket# 000000		
Option# _____ D# 000000    Branch AC		
Name _____ Home Phone # ( _____ ) _____ - _____ Res# _____		
DL# _____ ST/PROV _____		
Cmd1=Exit CmdB=Lease Cust		

On the ECARS Training Menu, key #12 on the line following Option #. **ENTER**. The Callback Menu Screen will appear. (See example screen on following page).

**NOTE:** It is very important that you pay attention to detail while keying or updating all callback information. It will eliminate problems if you are careful at the start.

Turn to the next page and learn all about the Callback System.  
Good Luck!

## Callback Menu Screen

CALLBACK MENU		AACB01-1
<div style="text-align: right; margin-bottom: 5px;">1</div> OPEN TICKETS FOR GPBR PPGM AS OF 060694		
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 5px;">             REVIEW TICKETS NEEDING EXTENSIONS           </div> <div style="text-align: right; margin-bottom: 5px;">2</div> <div style="display: flex; justify-content: space-between;"> <div>             BODY SHOP              ADJUSTOR              CUSTOMER              SERVICE              ALL           </div> <div>             CASH/CHECK ONLY                OR BY NAME              (REGARDLESS OF EXTENSION)           </div> <div style="text-align: right;">             (Section 1)           </div> </div>		
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 5px;">             REVIEW BRANCH RESERVATIONS           </div> <div style="text-align: right; margin-bottom: 5px;">(Section 2)</div> <div style="display: flex; justify-content: space-between;"> <div>             CALLBACKS -OR- INCOMPLETE RESERVATIONS              NO-SHOWS FOR DATE 120496 TIME _____              NO-SHOWS FOR NAME _____           </div> <div>             GPBR PPGM or GP _____              GPBR PPGM or GP _____           </div> </div>		
F3=Main Menu    F7=AAI		

There are 2 Callback Sections: Open Rental Ticket Extensions and Branch Reservations.

**1. Open Tickets:** RALPH automatically supplies your Group/Branch Number and current date. To access another branch's tickets you may type their Group/Branch Number directly over yours. The same applies for the date. If you would like to see the callbacks for a different extension date, key that date over the date shown.

**2. Review Tickets Needing Extensions:** This section requires you to select an option - to review tickets needing extensions by: Body Shop, Adjustor, Customer, Service, All, or Specific Name.

**NOTE:** Most of the time you will want to look at the Body Shop calls first to find out the status of the customer's car. Next, you would make the Adjustor calls to relay messages from Body Shops. In some cases you will want to make the Service calls before the Adjustor calls. Finally, you will want to make the Customer calls to tell them what both the Body Shops and Adjustors told you.

-OR-

**3. Review Branch Reservations:** This section requires you to select an option - to review Incomplete Reservations or Reservation No-shows, as needed.

**NOTE:** The function keys will be discussed in detail at the end of this exercise, page 8-19.

Now, let's take a closer look at Section 1 - Review Tickets Needing Extensions. To start, key X to select Body Shop calls on the Reservation Menu Screen. **ENTER** to prompt the associated screen, shown below.

### Section 1 - Body Shop

BODY SHOP CALLS				5 Print (Y or N) <b>(N)</b>
1	NEXT SHOP			CCCB05-1
2	3 SHOP#	4	5 # OF CALLS	
	AAA AUTO BODY	AA2134	007	
	ABC BODY SHOP	999999	999-999-9999	003
	ALFRED'S AUTO BODY	123456	888-888-8888	003
	ALLEN'S AUTO BODY		777-777-7777	002
	BILL'S REPAIR PLACE		889-898-9898	001
	DODGE WORLD		666-666-6666	002
	ELCO CHEVROLET		333-333-3333	006
Cmd1=Exit Cmd7=AAI Roll=Forward/Back				

The Body Shop Screen lists all body shops alphabetically, including phone numbers and the number of calls to be made to that shop.


- Next Shop (optional) - Key the Shop Name you chose when you opened the Calendar Day ticket. Press **ENTER**. The next list will appear. - OR -
- Shop Name - Key X by the Shop Name you had entered. **←** to move cursor down the list of names, as needed. Press **ENTER**. The Body Shop Selection Screen will appear, listing customers who are having their cars repaired at that particular shop. See example screen on the following page.
- Shop Number - Displays shop Customer Number.
- Shop Phone Number.
- Number of Calls - Displays number of calls to be made to Shop.
- ←** to move cursor to top right of screen. To Print a copy of the Body Shop Callback Screen, key Y=Yes over default N=No.

**Reminder!** Use your roll-up and roll-down keys to scroll backward or forward through Shop listings.


## Section 1 - Body Shop Selection Screen

BODY SHOP CALLS										11	CB07-1
										PRINT (Y OR N) (N)	
1			CALLBACK								
BODYSHOP**			3		CURRENT		STATUS				
987-654-3210			9999999		YEAR/MAKE/MODEL	TICKET#	GR/BR	EXT DATE	B/S	ADJ	
2			4		5	6	7	8	9		
ABLE* ALICE*			94 FORD TAURUS		* D027415	0101	06/15/94	DO	DO		
			Notes								
			10								
DAVIS* TOM*			95 FORD MUSTANG		* D027419	0101	06/17/94	DO	DO		
			Notes								
JONES* SUE*			90 CHEVY LUMINA		* D027420	0101	06/20/94	DO	DO		
			Notes								

\* INDICATES TICKET WITH EXTENSION DATE GREATER THAN 2 DAYS OLD  
 Cmd1=Exit Cmd7=AAI Cmd12=Previous ROLL=Forward/Back

- Displays Body Shop Name/Phone Number and 6-digit Customer Number.
- Customer Name - Key X by your name.  to move cursor down the list of names, as needed. Press **ENTER**. The selected Body Shop Detail Screen will appear. See example screen on the following page.
- Displays Customer Number.
- Displays Year/Make/Model of customer vehicle.
- Displays Rental Ticket Number. An extension flag (\*) indicates ticket has an extension date that is more than 2 days old. Definitely make all extension flags a priority!
- Displays Group and Branch Numbers.
- Current Ext. Date - Displays current extension of specific rental ticket.
- Callback Status Body Shop - Displays shop callback status - LM (Left Message), DO (Make Call), OK (Call Made).
- Callback Status Adjustor - Displays adjustor callback status - LM (Left Message), DO (Make Call), OK (Call Made).
- Notes - Key Body Shop notes. Notes will forward to Body Shop Detail Screen.

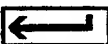
**NOTE:** You must still go into each detail screen and update the callback status (LM/DO/OK) for each customer, even after keying notes.


-  to move cursor to top right of screen. To Print a copy of the Body Shop Selection Screen, key Y=Yes, over default N=No.

## Section 1 - Body Shop Detail Screen

BODY SHOP CALLBACK DETAIL - D100096		CB50-1
DATE OUT 06/10/97 8:19AM	1 CURR EXT 06/15/97 CUST EXT 06/15/97	
CUSTOMER DAVIS* TOM*	HOME PHONE# 333-333-3333	
RATE 15.00 /DAY	OFFICE PHONE# 333-343-3434 EXT 2323	
	OTHER PHONE# 333-343-3435	
BILL-TO Y BILL-TO CUST# 999999	2 SHOP# 9999999 FRANK'S AUTO BODY	
BILL-TO NAME LENKMAN* JANE*	PHONE# 314-456-9870	
PHONE# 212-212-2121 EXT7896	ATTN Bob Brown	
ID/ATTENTION 999 JANE LENKMAN	YEAR 94 MAKE/MODL ACURA INTEGRA	
CLAIM/POL/PO#	LOSS DATE 000000	
MAX AMOUNT 25.00	INSURED	
NEW INFO EMP#	3	
06/10/94 11:41 AM RENTAL EXTENDED UNTIL 06/13/94 BY TS 74024		
06/13/94 9:00 AM PROBLEM GETTING PAINT TO DRY 75026		
STATUS LM X DO OK 4	5 CALLBACK TYPE X B/S X ADJ SVC CUST	
EXTENSION DATE BY 6		
LAST DAY BY 7		
F2=Cust List F3=Exit F4=ID List F5=Open Ticket F6=Chgs To Date		
F7=AAI F8=Update Tkt F9=Callback Notes F10=Receipt Depos Roll=Fwd/Back		
F12=Previous F13=Insurance F14=Credit Check F15=Reservation		

Any background information you need to know about the renter is available on this detail screen.

1. Customer Information - Displays Ticket Number, Rental Date and Time Out, Current approved Extension Date, Renter's Name, Renter's home/office/other Phone, plus Rate the renter is being charged.
2. Bill-to Information - Displays the Bill-to Customer Number, Company Name, Phone Number and Extension, ID Number, Attention Name, Claim/Policy/P.O. Number, and Max Amount Bill-to Customer Number will pay. Also, Repair Shop's Customer Number and Name, Phone Number, Contact Person's Name at the Shop, Year/Make/Model of renter's vehicle, Loss Date, and Insured's Name is listed  to move cursor through the fields. To change ticket information, press F8=Update Tkt, then key new information over the existing information.
3. New Information - Displays all callback information to date. This is the *most important* and utilized part of the Callback System. RALPH automatically displays a record of all previous callback messages, date and time call was made, and employee number of the person who made the call. This record remains in the callback history of the closed ticket, for future reference. Use roll-up and roll-down keys to scroll backward and forward through the previous records, as needed.

**NOTE:** To enter *new* information received from a current call,  to move cursor, key your employee number in the "EMP#" field highlighted above. Key new information, "Body Shop said it will take 3 more days."

Screen description continued on the following page.

4. Callback Status - Displays three choices from which you must select one.  to move cursor, key X for either LM - Left Message, DO - Make Call (if you have to make the call again), or OK - Call Made *and* Updated.

**NOTE:** OK - allows RALPH to temporarily take the ticket off a specific callback list. RALPH automatically updates OK to DO overnight for those tickets that need a phone call the next day. See how effective and efficient the Callback System is!

5. Callback Type - Displays the type of calls to be made for rental ticket.  to move cursor, key X to select BS = Body Shop, ADJ = Adjustor, SVC = Service, and CUST = Customer.

**NOTE:** At the origination of an Open Rental Ticket, a callback type or multiple types must be selected. Afterwards, the only update needed is if the callback type changes. For example, "A Body Shop says that the renter's car is finished, but the ticket still needs a final extension date approved." In this case, remove the B/S "X" from the Callback Type, but leave the ADJ "X" because the adjustor call still needs to be made for the extension approval. You will NOT need to change the Callback Type after every update; many will remain as originally selected on the Open Rental Ticket.

6. Extension Date - Do NOT key an Extension Date for this ticket. This date lets RALPH know when to retrieve the ticket from the callback list. If a wrong date is keyed, RALPH can NOT distinguish what the appropriate day should have been.  to key initials of the person who approved the new extension date. e.g.: TS = Tony Smith, Adjustor.
7. Last Day -  to move cursor. Do NOT key a Last Day. This field is used to key the last day the ticket has been authorized for payment. This is extremely important to assure proper billing. The renter must be notified if a rental has a "Last Day" assigned date, to avoid any future problems.  to key initials of the person who approved the "Last Day" billing date. e.g.: TS=Tony Smith, Adjustor.

Press  to accept information. Next you will want to call the Adjustor.

**NOTE:** The function keys will be discussed in detail at the end of this exercise.

**This completes the review for Section 1 - Body Shop!**


**Turn to the next page and continue the Callback Exercise for Section 1 - Adjustor. Take your time and go through each screen carefully. You'll be surprised at how much you have already learned by going through the previous Body Shop review.**

## Section 1 - Adjustor

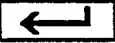
On the Callback Menu, key X next to Adjustor for Tickets needing extensions. **ENTER**

ADJUSTOR CALLS				6 Print (Y or N) <b>(N)</b>
1 NEXT INSURANCE CO. _____				CCCB10-1
2 (Bill to Name)	3 CUST#	4 (Phone Number)	5 # OF CALLS	
AMX* TESTING CUSTOMER*	AMXTEST	222-222-2222	002	
FIREMAN'S INSURANCE GROUP**	FIR0001	212-212-2121	003	
HANNOVER INSURANCE GROUP**	HAN0101	111-111-1111	001	
* * *				
Cmd1=Exit Cmd7=AAI ROLL=Forward/Back				Cmd24=Jump

The Adjustor Screen lists all insurance companies alphabetically, including customer numbers, phone numbers and number of calls to be made to that office.

- Next Insurance Co. (optional) - Key your name. The name keyed appears at top of list. Press **ENTER**. The next list will appear. -OR-
- Bill to Name - Key X by the Insurance Company Name you will need to call.  to move cursor down the list of names, as needed. Press **ENTER**. The Insurance Company Selection Screen will appear listing customers who need authorizations or extensions on rentals from that particular company.

**NOTE:** To view the Adjustor Selection Screen, key X by your name and **ENTER**. See example screen on following page.

- Customer Number - Displays insurance company "Bill-to Customer Number."
- Phone Number - Displays adjustor phone number.
- Number of Calls - Displays number of calls to be made to Adjustor(s).
-  to move cursor to top right of screen. To Print a copy of the Adjustor Callback Screen, key Y=Yes, over default N=No.

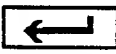
**Reminder!** Use your roll-up and roll-down keys to scroll backward or forward through the Insurance Company listings.

## Section 1 - Adjustor Selection Screen

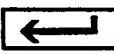
ADJUSTOR CALLS				CB12-1		
NEXT ADJUSTOR		1		9 PRINT (Y OR N) <input checked="" type="radio"/> N		
FIREMAN'S INSURANCE GROUP** 212-212-2121 2		CLAIM#	GPBR	EXT DATE	AUTH BY	STATUS SHOP ADJ
004 SMITH* TONY* GREGORY* CHARLIE* 3		4	5	6	7	8
			PPGM *	000000		DO
008 STOOOTH* BOB* KNIGHT* JEFF* MURPHY* SHARON*		CLAIM 123456 1234567489	PPGM *	000000		DO DO
			PPGM *	000000		DO DO
* INDICATES TICKET WITH EXTENSION DATE GREATER THAN 2 DAYS OLD Cmd1=Exit Cmd7=AAI Cmd12=Previous ROLL=Forward/Back						

The Adjustor Selection Screen alphabetically lists all adjustors assigned to the Insurance Company (previously selected) with customers in rental cars.

**NOTE:** The Adjustor Names are listed in alphabetical order and then grouped by their ID number originally keyed on the Open Rental Ticket. That is why it is important to type the correct ID number every time you open a *new* ticket.

1. Next Adjustor (optional) - Key next Adjustor Name at which the Callback list should begin (this should be your name). Press **ENTER**. The next list will appear. -OR-
2. Adjustor Name/Phone - Displays the selected Insurance Company Name and Phone Number.
3. Customer Name - Key X by your name.  to move cursor down the list of names, as needed. Press **ENTER**. The selected Adjustor Detail Screen will appear. See example screen on the following page.
4. Claim Number - Displays the Insurance Claim Number.
5. GPBR - Displays the Group/Branch that opened the Rental Ticket.
6. Extension Date - Allows you to key a new Extension Date.
7. Authorized By - Key (4-letter maximum) initials of person authorizing new Extension Date. **ENTER**.

**NOTE:** If you key an X in front of the customer's name and then key an extension date and initials, the Adjustor Callback Detail Screen will appear. You would then need to key an employee # and change the Callback Status. If you do NOT key an X, the Callback Status remains the same.

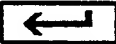
8. Status - Shop & Adjustor - Displays current Shop & Adjustor callback status. To change a status (LM/DO/OK), you must access the detail screen (see page 8-9), remove the "X" next to the current callback status and then "X" the *new* one.
9.  to move cursor to top right of screen. To Print a copy of the Adjustor Callback Screen, key Y=Yes, over default N=No.



## Section 1 - Adjustor Detail Screen

ADJUSTOR CALLBACK DETAIL - D100096		CB50-1
DATE OUT 06/17/94 8:19AM	CURR EXT 06/18/94	
CUSTOMER MURPHY* SHARON*	HOME PHONE# 333-333-3333	
RATE 15.00 /DAY	OFFICE PHONE# 333-343-3434 EXT 2323	
	OTHER PHONE# 222-222-2222	
BILL-TO Y	BILL-TO CUST# FIR0001	SHOP# ALLEN'S AUTO BODY
BILL-TO NAME FIREMAN'S INSURANCE GROUP	PHONE# 777-777-7777	ATTN BOB BROWN
PHONE# 212-212-2121 EXT 8896	YEAR	MAKE/MODL
ID/ATTENTION 001 SPOOL* LYNN	LOSS DATE 000000	
CLAIM/POL/PO# CLAIM 35	INSURED	
MAX AMOUNT		
NEW INFO EMP# <u>          </u>		
06/17/94 11:41 AM RENTAL EXTENDED UNTIL 06/13/94 BY LS	74024	
06/18/94 9:00 AM PROBLEM GETTING PART IN	75026	
STATUS _ IM _ DO <input checked="" type="checkbox"/> OK	CALLBACK TYPE <input checked="" type="checkbox"/> B/S <input checked="" type="checkbox"/> ADJ _ SVC _ CUST	
EXTENSION DATE _ BY _		
LAST DAY _ BY _		
F2=Cust List F3=Exit F4=ID List F5=Open Ticket F6=Chgs To Date		
F7=AAI F8=Update Tkt F9=Callback Notes F10=Receipt Depos Roll=Fwd/Back		
F12=Previous F13=Insurance F14=Credit Check F15=Reservation		

The Adjustor Detail Screen is very similar to the Body Shop Detail Screen. Take a few moments to familiarize yourself with the above screen. From this screen you may change ticket information, callback status, and extension date. Be sure to refer to the Body Shop Detail Screen, page 8-5, for field descriptions.

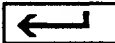
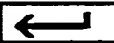
**NOTE:** To enter *new* information received from a current call,  to move cursor, key your employee number in the "EMP#" field highlighted above. Next, key all pertinent information in the message space provided, using the same abbreviations that were used in previous messages. Change the Status of the call from "DO" to "OK." Key 3 days from today as the Extension Date.

**This completes the review for Section 1 - Adjustor!**  
**Turn to the next page and continue the Callback Exercise for Section 1 - Customer.**

## Section 1 - Customer Selection Screen

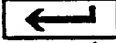
CUSTOMER CALLS					CB15-1		
NEXT CUSTOMER 1					9 PRINT (Y or N) <input checked="" type="radio"/> N		
2	3	4	5	6	7	8	
NAME	TICKET#	CURRENT EXT DATE	LEFT MESSAGE	DIRECT BILL	EST AMT DUE	PAYMENT TYPE	
BENNY* BOB*	* D026356	6/14/94				CHECK	
CRAMER* LOUISE*	D026357	7/02/94				CHECK	
DANIELS* KURT*	D025116	6/23/94	X		2,481.18		
JACKSON* JEFF*	* D025408	6/19/94			987.16		
MURPHEY* BRAD*	* D026003	6/21/94		X			
RAYMOND* KEITH*	D026010	6/30/94			3,49.90	DISC	
SMITH* SUE*	D025000	6/29/94			2,958.05	CHECK	
WHITE* KEN*	D026009	6/25/94		X	697.98	MC	
* INDICATES TICKET WITH EXTENSION DATE GREATER THAN 2 DAYS OLD							
CMD1=Exit    CMD7=AAI    ROLL=Forward/Back    CMD24=Jump							

The Customer Callback option lists the renters alphabetically, corresponding ticket number, current extension date, message status, direct bill status, estimated dollar amount due, and payment type.

- Next Customer (optional) - Key your favorite celebrity's name. Press **ENTER**. The next list will appear. -OR-
- Customer Name - Key X by your favorite celebrity's name to be displayed.  to move cursor down the list of names, as needed. Press **ENTER**. The selected Customer Detail Screen will appear. See example screen on the following page.
- Displays Rental Ticket Number. An extension flag (\*) indicates ticket has an extension date that is more than 2 days old. Make sure all extension flag calls are made the day they appear!
- Current Ext. Date - Displays current extension date of specific rental ticket.
- Left Message - Displays an "X" if a message was left for the customer.
- Direct Bill - Displays an "X" if the rental is being billed to a third party.
- Estimated Amount Due - Displays current dollar amount owed on the rental. **NOTE:** This does NOT subtract out amounts owed by third parties, but it DOES subtract out deposits.
- Payment Type - Displays type of payment used for the rental. e.g.: Cash, Check, MC, VISA, DISC.
-  to move cursor to top right of screen. To print a copy of the Customer Selection Screen, key Y=Yes, over default N=No.

**Reminder!** Use roll-up and roll-down keys to scroll backward or forward through Customer listings.

## Section 1 - Customer Cash/Check

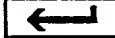
The Customer option can also provide a list of customers who are paying by cash/check ONLY. To view this list from the customer calls, on the Callback Menu Screen, key X in both the "Customer" field and "Cash/Check Only" field **ENTER** .  to move cursor down the list of customer names, as needed. Key X to select the customer name to be displayed, press **ENTER** the Customer Detail Screen will appear.

## Section 1 - Customer Detail Screen

CUSTOMER CALLBACK DETAIL - D025116		CB50-1
DATE OUT 06/21/94	CURR EXT 06/20/94	
CUSTOMER DANIELS* KURT*	HOME PHONE# 999-888-4444	
RATE 32.99 /DAY	OFFICE PHONE# 999-777-9797 EXT 2222	
	OTHER PHONE# 222-222-2222	
BILL-TO Y	SHOP#	
BILL-TO NAME	PHONE#	
PHONE#	EXT	ATTN
ID/ATTENTION	YEAR	MAKE/MODL
CLAIM/POL/PO#	LOSS DATE 000000	
MAX AMOUNT	INSURED	
NEW INFO	EMP# <input type="text"/>	
06/22/97 2:42 PM CUSTOMER EXTENSION DATE UNTIL 06/23/97 75757		
STATUS LM DO X OK	CALLBACK TYPE B/S ADJ SVC X CUST	
EXTENSION DATE 06/23/97		
F2=Cust List F3=Exit F4=ID List F5=Open Ticket F6=Chgs To Date		
F7=AAI F8=Update Tkt F9=Callback Notes F10=Receipt Depos Roll=Fwd/Back		
F12=Previous F13=Insurance F14=Credit Check F15=Reservation		

Any background information you need to know about the renter is available on this detail screen.

The Customer Detail Screen is very similar to the Body Shop Detail Screen. Again, take a few moments to familiarize yourself with the above screen. From this screen you may change ticket "bill-to" information, callback status, and customer extension date. To refresh your memory, refer to the Body Shop Detail Screen, page 8-5, for similar field descriptions.

**NOTE:** To enter *new* information received from a current call,  to move cursor, key your employee number in the "EMP#" field highlighted above. Next, key all pertinent information in the message space provided, using the same abbreviations that were used in previous messages. Change the Status of the call from "DO" to "OK." Key a new Customer Extension Date of 3 days from today and take any required deposits.

This completes the review for Section 1 - Customer!  
Turn to the next page and continue the Callback Exercise for Section 1 - Service.

## Section 1 - Service

SERVICE CALLS			Print (Y or N) <input checked="" type="radio"/> N
1 Next Shop			CCCB20-1
2	3	4	5 # of Calls
Shop Name	Shop #		
BUD'S AMOCO	G12069	314-555-7777	1
CHAMPION AUTO	G23457	314-555-6666	1
FEINMAN'S HONDA	129498	314-555-6666	1
(X) MONARCH CHEVROLET		314-555-6666	1
PETER ROSS PONTIAC		314-555-6666	1
ROGERS & SON BMW		314-555-6666	2
SERAME MERCURY		314-555-7777	1
THURMAN FIRESTONE		314-555-6666	1
WILLIAMS OLDSMOBILE		314-555-6666	1
Cmd1=Exit Cmd7=AAI Roll=Forward/Back			

The Service Screen lists all Service Shops alphabetically, including phone number and number of calls to be made to that shop.


- Next Shop (optional) - Key next Shop Name at which the Callback list should begin. Press **ENTER**. The next list will appear. -OR-
- Shop Name - Key X by any Shop Name to be displayed. **←** to move cursor down the list of names, as needed. Press **ENTER**. The Service Selection Screen will appear, listing customers who need authorizations or extensions on rentals from that particular shop. See example screen on following page.
- Shop Number - Displays Service Shop Customer Number.
- Shop Phone Number.
- Number of Calls - Displays number of calls to be made to Shop(s).
- ←** to move cursor to top right of screen. To Print a copy of the Service Callback Screen, key Y=Yes, over default N=No.

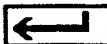
**Reminder!** Use your roll-up and roll-down keys to scroll backward or forward through the Service Shop listings.

## Section 1 - Body Shop Selection Screen

SERVICE CALLS				11	CB07-1
				PRINT (Y OR N)	(N)
1 MONARCH CHEVY** 3 987-654-3210 9999999		CALLBACK CURRENT STATUS			
2	4	5	6	7	8 9
ABLE* ALICE*	94 FORD TAURUS	* D027415	0101	06/15/94	DO DO
Notes 10					
DAVIS* TOM*	95 FORD MUSTANG	* D027419	0101	06/17/94	DO DO
Notes					
JONES* SUE*	90 CHEVY LUMINA	* D027420	0101	06/20/94	DO DO
Notes					

\* INDICATES TICKET WITH EXTENSION DATE GREATER THAN 2 DAYS OLD  
 Cmd1=Exit Cmd7=AAI Cmd12=Previous ROLL=Forward/Back

- Displays Service Shop Name/Phone Number and 6-digit Customer Number.
  - Customer Name - Key X by your name.  to move cursor down the list of names, as needed. Press **ENTER**. The selected Service Shop Detail Screen will appear. See example screen on the following page.
  - Displays Customer Number.
  - Displays Year/Make/Model of customer vehicle.
  - Displays Rental Ticket Number. An extension flag (\*) indicates ticket has an extension date that is more than 2 days old. Definitely make all extension flags a priority!
  - Displays Group and Branch Numbers.
  - Current Ext. Date - Displays current extension of specific rental ticket.
  - Callback Status Shop - Displays shop callback status - LM (Left Message), DO (Make Call), OK (Call Made).
  - Callback Status Adjustor - Displays adjustor callback status - LM (Left Message), DO (Make Call), OK (Call Made).
  - Notes - Key Service Shop notes. Notes will forward to Service Shop Detail Screen.
- NOTE:** You must still go into each detail screen and update the callback status (LM/DO/OK) for each customer, even after keying notes.

11.  to move cursor to top right of screen. To Print a copy of the Service Shop Selection Screen, key Y=Yes, over default N=No.

**Reminder!** Use your roll-up and roll-down keys to scroll backward or forward through Shop listings.



## Section 1 - All

OPEN TICKETS					CB25-1		
1 NEXT CUSTOMER					7 PRINT (Y OR N) <b>(N)</b>		
2	3	4	5 CALLBACK TYPE		6		
	TICKET#	CURRENT EXT DATE	B/S	ADJ	SVC	CST	CUSTOMER EXT DATE
AKLSJDEKASJ* LASDF;L	D999089		-	-	-	-	
BAUCKE* CLAUDIA*	D999096	* 11/09/97	-	-	-	-	
BAUCKE* SVEN*	R111062	* 11/01/97	-	-	-	-	
BENOIT* TRICIA*	D999019		-	-	-	-	* 1/28/97
BOMBAY* BILL*	D999028		-	-	-	-	* 3/10/97
BOND* JAMES*	D999080	* 9/10/97	-	-	-	-	
BOOP* BETTY*	D999022		-	-	-	-	* 2/20/97

# LEFT A MESSAGE  
\* INDICATES TICKET WITH EXTENSION DATE GREATER THAN 2 DAYS OLD

Cmd1=Exit Cmd7=AAI ROLL=Forward/Back

The "All" Callback option provides a list of *all* Open Tickets, in alphabetical order, that need extensions.

- Next Customer - Key next Customer Name at which the Callback list should begin. Press **ENTER**  
The list will appear. -OR-
- Customer Name - Displays name of rental customer.
- Ticket - Displays ticket Number. An extension flag (\*) indicates ticket has an extension date that is more than 2 days old. Definitely make all extension flags a priority!
- Current Ext. Date - Displays current extension date of specific rental ticket.
- Callback Type - Key X to select Callback Detail Record to display: B/S (Body Shop), ADJ (Adjustor), SVC (Service), and CST (Customer). A "#" by a Callback Type indicates a message has been left at that Callback Source (Body Shop, Adjustor, etc.). Press **ENTER**. The-selected Callback Detail Screen will appear.
- Customer Ext Date - Displays customer extension date of specific rental ticket.
- ←** to move cursor to top right of screen. To print a copy of the Service Selection Screen, key Y=Yes, over default N=No.

**Reminder!** Use your roll-up and roll-down keys scroll backward or forward through the Open Ticket listings.

Continue to the next page and learn how to select the "By Name" Callback option.

## Section 1 - By Name

Key X on the line before the "By Name" field on the Callback Menu Screen. Next, key a specific Customer Name to be displayed, on the line following the "By Name" field. For this example: "HILLMAN\* TIM\*" was keyed. Press **ENTER**. The Open Ticket list will appear in alphabetical order, starting with the requested customer name. See example screen below.

OPEN TICKETS							CB25-1
NEXT CUSTOMER							PRINT (Y OR N) N
		TICKET#	CURRENT EXT DATE	CALLBACK TYPE B/S ADJ SVC CST			CUSTOMER EXT DATE
AKLSJDFKASJ*	LASDF/L	D999089					
BAUCKE*	CLAUDIA*	D999096	* 11/09/97				
BAUCKE*	SVEN*	R111062	* 11/01/97				
BENOIT*	TRICIA*	D999019					* 1/28/97
BOMBAY*	BILL*	D999028					* 3/10/97
BOND*	JAMES*	D999080	* 9/10/97				
BOOP*	BETTY*	D999022					* 2/20/97

\* LEFT A MESSAGE  
\* INDICATES TICKET WITH EXTENSION DATE GREATER THAN 2 DAYS OLD

Cmd1=Exit Cmd7=AAI ROLL=Forward/Back

The "By Name" Callback Screen is very similar to the "All" Callback Screen. This screen lists all Open Tickets for your branch, regardless of the extension date. The above screen does not have the Print option. Take a few moments to review this screen and, if necessary, refer to the previous page, 8-15, to look up the "All" Callback Screen field descriptions for clarification.

**Reminder!** Use your roll-up and roll-down keys to scroll backward or forward through the Open Ticket listings.

### ***Congratulations!***

You have completed the entire Section 1 - Tickets Needing Extensions - on the Callback Menu. You now know how to review Open Tickets by: Body Shop, Adjustor, Customer, Service, All, and By Name!

Turn the page to continue the Callback Exercise for Section 2 - Branch Reservations - on the Callback Menu.



## Section 2 - Callbacks -or- Incomplete Reservations

RESERVATIONS INCOMPLETE FOR GPBR PPGM						CCRS11-B
8 Print (Y or N) <input checked="" type="radio"/> N						
1 Next Customer _____						
2 Customer Name	3 Date	4 Pickup Time	5 Stat	6 Car Type	7 Rent Type	
ASHBY* JOAN J*	6/15/94	2:00 PM	DEL	MINI	I	
EARP* WAYNE*	5/16/94	8:00 AM	W/IN	INTM	D	
EASTWOOD* BILL*	5/10/94	4:00 PM				
GARCIA* MARIA*	6/19/94	2:00 PM	W/IN			
GORDAN* JILL*	5/01/94	1:00 PM				
GRAND* TIM*	6/20/94	10:00 AM	DEL	MINI	D	
HUME* BILL*	7/02/94	1:00 PM	W/IN	STD	B	
KING* MARGE*	5/18/94	5:00 PM	P/U	MINI	D	
LEE* DAVID*	7/13/94	3:30 PM	W/IN			
MONROE* JOE*	6/25/94	8:00 AM	CWC	SPEC	I	
NOWARK* BOB*	5/02/94	2:30 PM	P/U	FULL	R	
						+
Cmd1=Exit Cmd3=Main Menu Cmd7=AAI Cmd12=Previous Scrn Roll=Fwd/Back						

The Callback-Incomplete Reservations Screen alphabetically lists all reservations marked as incomplete when the reservation was originally opened. Reservations are selected from this list to make contact with the customer and complete the reservation, as needed.

1. Next Customer - Key next Customer Name at which the Callback list should begin. Press . The list will appear.
2. Customer Name - Displays name of rental customer.
3. Date - Displays pickup date of rental vehicle.
4. Pickup Time - Displays pickup time of rental vehicle.
5. Status - Displays rental status - W/IN (Walk In), DEL (Delivery), P/U (Pickup), CWC (Customer Will Call).
6. Car Type - Displays rental vehicle size.
7. Rental Type - Displays rental category - I (Insurance), B (Body Shop), D (Dealership), R (Regular), C (Corporate), O (Other).
8.  to move cursor to top right of screen. To print a copy of the Incomplete Reservations Screen, key Y=Yes, over default N=No.

**Reminder!** Use your roll-up and roll-down keys to scroll backward or forward through the Incomplete Reservation listings.

**Turn to the next page and learn about the Callback - No Show Reservations!**

## Section 2 - No Show Reservations by Date or by Name

NO SHOW RESERVATIONS FOR GPBR PPGM					CCRS12-B			
					9 Print (Y or N) <b>(N)</b>			
1 Next Date _____						6 Car Type	7 Status	8 Rental Type
2 Sel	3 Date	4 Time	5 Customer Name					
-	6/10/97	2:00 PM	GUTHRIDGE* PAUL*		FCAR			
			VEHICLE NEEDED IMMEDIATELY					
-	6/20/97	10:00 AM	FRANKEN* SUE*		MVAR		P/U	I
-	6/25/97	8:30 AM	HARRISON* KATHY*		LCAR			
			VEHICLE NEEDED; CLEANUP DONE					+
F3=Main Menu F7=AAI F12=Previous Roll=Forward/Back								

The No Show Reservations Screen alphabetically lists all reservations opened with pickup dates which have passed. This screen may also be accessed for No Show Reservations By Name. See the screen section below for an example.

NO-SHOW RESERVATIONS FOR GPBR PPGM					CCRS13-B3a		
					Print (Y or N) <b>N</b>		
1 Next Name _____							
Sel	Customer Name	Date	Time	Car Type	Status	Rntl Type	
-	COOK* ANITA*	12/02/96	1200 PM		W/IN	I	

- Next Date - Key next date at which the Callback list should begin. Press **ENTER**. The list will appear. **OR**  
Next Name - Key next name at which the Callback list should begin. Press **ENTER**. The list will appear.
- Select - Key X next to the reservation to display. Press **ENTER**. The selected Reservation Screen will appear.
- Date - Displays pickup date of rental vehicle.
- Time - Displays pickup time of rental vehicle.
- Customer Name - Displays name of rental customer.
- Car Type - Displays rental vehicle type (see page 1-5, Car Code Types).
- Status - Displays rental status - W/IN (Walk In), DEL (Delivery), P/U (Pickup), CWC (Customer Will Call).
- Rental Type - Displays rental category - I (Insurance), B (Body Shop), D (Dealership), R (Regular), C (Corporate), O (Other).
- ←** to move cursor to top right of screen. To print a copy of the No Show Reservations Screen, key Y=Yes, over default N=No.

If zero No Show Reservations exist, an error message advises, "There are zero No Show Reservations for this group/branch," at the bottom of the above screen.

**Reminder!** Use your roll-up and roll-down keys to scroll backward or forward through the No Show Reservation listings.

## **FUNCTION KEYS FOR OPTION 12 - CALLBACKS**

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Listed on the bottom portion of each screen are several Function (F) keys. Each one performs a function that may be used while creating or viewing Callbacks.

<b><u>F2 = Cust List</u></b>	Displays a list of customer names and numbers that are to be used for billing purposes.
<b><u>F3 = Exit or Main Menu</u></b>	Allows you to exit the program or return to the Main Menu Screen.
<b><u>F4 = ID List</u></b>	Displays a list of ID numbers for individual adjustors, agents, etc. for each customer number.
<b><u>F5 = Open Ticket</u></b>	Displays the Open Rental Ticket for any rental background information.
<b><u>F6 = Chgs To Date</u></b>	Displays the total number of rental days, total dollar amount, less deposits, and balance owed.
<b><u>F7 = AAI</u></b>	Allows access to the Inquiry Programs.
<b><u>F8 = Update Tkt</u></b>	Allows you to update Open Rental Ticket information such as claim numbers, shop name, etc., as needed.
<b><u>F9 = Callback Notes</u></b>	Allows you to key additional information.
<b><u>F10 = Receipt Depos</u></b>	Allows you to update payments on Open Rental contracts.
<b><u>F12 = Previous</u></b>	Return to previous screen.
<b><u>F13 = Insurance</u></b>	Allows you to key renter insurance information.
<b><u>F14 = Credit Check</u></b>	Allows you to key credit check information.
<b><u>F15 = Reservation</u></b>	Allows you to continue to the next reservation.

### ***Congratulations!***

**You have successfully completed the entire Callback Exercise. Now, you are ready to update live Open Rental Tickets at your Office!**



## EXERCISE 9 CLOSING A TICKET

This exercise will guide you through Option 5 - Closing a Ticket. Close the ticket from Exercise 2 - Open a Ticket, Calendar Day.

Key Option # 5 and the Daily Rental Ticket Number on the ECARS Training Menu. **ENTER** The following screen will appear.

Screen 1

<b>1</b> CLOSING TICKET# 999010 For Renter SMITH* ROBERT* Charges End On Date 062494 Time 1102 AM	
<b>2</b> Mileage Unit P00326 Start _____ End _____ Unit _____ Start _____ End _____ Unit _____ Start _____ End _____ Unit _____ Start _____ End _____ Fuel Charges @ 5.00 Per RENTAL Amount To Be Charged .00 Last Unit Returned Here _____ Or To _____ Drop Charge .00 Misc Charges/Refundable Expenses (X if applicable) SURCHG 2.05 /DAY	
<b>3</b> Bill To (Y/N) N Cust# _____ Name _____ Address _____ City _____ ST _____ Zip _____ Curr Ext 06/24/94 per INC ID/Attn _____	
<b>4</b> Billing Dates (If Diff) From Date 000000 Time 0000 _____ Max. Amt. To Date 000000 Time 0000 _____	
<b>5</b> Portion To Be Billed (Select One) 1. Total Charges Less DW PAI Fuel Tax/Schg Mileage Drop Misc Airport Access 2. \$ .00 Per Day Plus Tax/Schg (Not To Exceed \$ .00 Per Day) 3. \$ _____ Per Day-No Tax/Schg (Not To Exceed \$ .00 Total) 4. Other Amount \$ .00 Description _____ Cmd2=Cst Lst Cmd4=ID Lst Cmd6=Callback Detail Cmd7=AAI Cmd8=Accident Rpt Cmd9=ClosePending	

There are 5 basic sections to Screen 1.

**1. Closing Ticket#:** This section displays the DR Ticket Number, Renter Name and the Date and Time the charges end. The current date and time are provided by the computer, but can be changed by keying over date shown.

**2. Mileage:** This section requires the Starting and Ending mileage for each unit, along with Fuel Charge, Misc. Charges, etc.

**3. Bill To:** This section allows you to key or delete billing information as necessary. Also displays Current Extension Date from callbacks.

**4. Billing Dates (If different):** This section allows you to key billing dates if they are different from the actual dates of the contract.

**5. Portion To Be Billed (Select One):** This section allows you to select a specific billing option as necessary.

### ***BILLING OPTIONS***

---

**Option 1:** Should be chosen if the billing party is paying the total charge on the rental contract, OR, the billing party is responsible for all charges except one or more of the following: Damage Waiver, PAI, Fuel, Tax/Schg, Mileage, Drop Charges or Miscellaneous Additional Charges.

**Option 2:** Should be chosen for Calendar Day Billings only. The billing party is paying a specific per day charge plus the tax or surcharge, but not to exceed a specific dollar amount per day. Example: \$15.00 per day plus tax/surcharge, not to exceed \$17.50 per day.

**Option 3:** Should be chosen for Calendar Day Billings only. The billing party is paying a specific per day charge, no tax or surcharge, but not to exceed a specific dollar amount maximum. Example: \$15.00 per day, \$100 maximum.

**Option 4:** Should only be chosen when none of the other options are applicable. Key the specific total to be charged to the billing party, along with a description of the charge.

**CMD 2**

Customer List.

**CMD 4**

ID List.

**CMD 6**

Callback Detail (provides all callback information previously entered, and allows for new information to be keyed).

**CMD 7**

AAI. Access Inquiry programs.

**CMD 8**

Accident Report (allows you to key accident information, pulls appropriate information from Rental Ticket to Accident Report).

**CMD 9**

Close Pending (allows the closing of the ticket to be "suspended" until all information is finalized. Also, you can "unpend" a suspended ticket, as needed. This option may appear for any ticket type: Calendar Day, 24 hour, or Special).

**NOTE:** An example of the Close Pending Option is demonstrated for the 24 hour ticket type (page 9-8).

### Section 1 - Closing Ticket #

1	
CLOSING TICKET#	999010 For Renter SMITH* ROBERT*
2	Charges End On Date 062494 Time 1102 AM

1. Verify the Ticket # and Renter Name.
2. The length of this rental is determined by the current extension date. If necessary, adjust the date by keying directly over the information displayed.

**NOTE:** If ticket is close pended, this date may not be changed. You will need to unpend the ticket in order to change the date.

### Section 2 - Mileage

1	
Mileage	
Unit P00326	Start 2500 End 2599
Unit	Start End
2	
Fuel Charges @ 7.00 Per RENTAL	Amount To Be Charged 00
Last Unit Returned Here Or To 3	Drop Charge 5.00
Misc Charges/Refundable Expenses (X if applicable)	SURCHG .00 /DAY

1. Key the Starting and Ending Mileage for each unit.
2. Key the Fuel Charge as designated by your Group. Each Group will have a standard fuel charge.
3. This vehicle has been "dropped" at another Group Branch. Key in the Group/Branch Number.

**NOTE:** You may see an error message requesting the mileage be confirmed. Because this is a training program, you may key an "X" in the selection field for mileage confirmation without updating any files. For everyday branch use - you must verify the mileage you keyed is correct before confirming that mileage.

### Section 3 - Bill To

Bill To (Y/N) Y	Cust# 999999	Name	YOUR NAME**		
		Address	555 SOMEWHERE LANE		
		City	Anytown	ST MO	Zip 12345
		ID/Attn 999 CHARLIE BROWN			
Curr Ext 06/24/94 per LNC					

Verify the billing information. This information may be updated/changed/deleted if necessary.

#### Section 4 - Billing Dates (If Different)

Billing Dates (If Diff) 1 From Date 000000 Time 0000  
Max. Amt. 17 PER DAY 30 DAY MAX 2 To Date 000000 Time 0000

1. The Billing Dates and Contract Dates will be the same.
2. Verify the Maximum Amount being paid by the third party.

#### Section 5 - Portion to be Billed

Portion To Be Billed (Select One)

1. Total Charges Less DW PAI Fuel Tax/Schg Mileage Drop  
Misc Airport Access  
2. \$ Per Day Plus Tax/Schg (Not To Exceed \$ .00 Per Day)  
X 3. \$ 17.00 Per Day-No Tax/Schg (Not To Exceed \$ .00 Total)  
4. Other Amount \$ .00 Description

Cmd2=Cst Lst

Cmd4=ID Lst Cmd6=Callback Detail Cmd7=AAI Cmd8=Accident Rpt Cmd9=Close Pending

Key an "X" in the selection field next to Billing Option #3. The third party will pay \$17.00 per day, so key 17 in the selection field designating the Amount Per Day- No Tax or Surchg. This tells RALPH to bill the third party for \$17.00 Per Day only - and any Other Amount due will be from the customer.

**ENTER** to accept information and advance to Screen 2.



# Screen 2

ACCEPT (A) or RECOMPUTE (R) _ 1				Cmd1=Exit Cmd7=AAI					
2	3	4	5	6	7	8	9	10	
	Miles	Hours	Days	Weeks	Months	Waiver	PAI	Special	
062094									
0315 PM	#		3			3	3		
062394	@		16.99			7.00	1.00		
1120 AM	\$		50.97			21.00	1.00		
000000									
0000	#								
000000	@								
	\$								
000000									
0000	#								
000000	@								
	\$								
000000									
0000	#								
000000	@								
	\$								
<b>TOTALS</b>		.00	.00	50.97	.00	.00	21.00	3.00	.00
<b>11</b>		Surcharge % 5.850		Gas 12 7.00	Disc @ 14 0 %		16		<b>TOTAL</b>
		Surcharge 2.98		Drop 13 5.00	Misc 15 .00		Cmd3=Restart		89.95

Screen 2 breaks down all charges and displays the grand total. Use this screen to write down all charges on the rental ticket when the customer returns the vehicle.

1. Accept or Recompute (when adjustments are needed).
2. Four rate sections. Displays beginning and ending date/time of each rate change.
3. Number of Miles, rate per mile, total amount of overmileage.
4. Number of Hours, rate per hour, total hourly charges.
5. Number of Days, rate per day, total daily charges.
6. Number of Weeks, rate per week, total weekly charges.
7. Number of Months, rate per month, total monthly charges.
8. Number of Days, rate per day, total DW charges.
9. Number of Days, rate per day, total PAI charges.
10. Number of Days, rate, total Special rate.
11. Sales Tax rate and total.
12. Fuel Charge.
13. Drop Charge.
14. Discount percentage and total.
15. Miscellaneous Charges.
16. Grand Total.

Key "A" **ENTER** to accept the charges and advance to Screen 3.

CMD 1	Exit to Enter Request Prompt.
CMD 3	Restart.
CMD 7	AAI. Access Inquiry Programs.

# Screen 3

1  
**CLOSING TICKET # 999010 For Renter SMITH\* ROBERT\***  
**Total Charges 89.95**  
**Less Deposits 100.00 1 # Of Deposits**  
**Less Amount Billed To 89.95**  
**Balance Due 10.05 REFUND**

---

2  
**Settlement Of Balance Due**  
**Paid .00 By Cash**  
**.00 By Check**  
**.00 By Credit Card**  
**Bill .00 To Cust# \_\_\_\_\_ A/R Description \_\_\_\_\_**  
**Bill .00 To Cust# \_\_\_\_\_ A/R Description \_\_\_\_\_**  
**Bill .00 Name \_\_\_\_\_ (Last\*First\*) TTL \_\_\_\_\_**  
**Attn \_\_\_\_\_**  
**Street \_\_\_\_\_**  
**City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_**  
**Home Phone 000 000 0000 Office Phone 000 000 0000**  
**A/R Description \_\_\_\_\_**  
**Charge .00 To Account \_\_\_\_\_ Unit # \_\_\_\_\_ Desc \_\_\_\_\_**  
**Charge .00 To Account \_\_\_\_\_ Unit # \_\_\_\_\_ Desc \_\_\_\_\_**  
**Refund .00 By Cash \_\_\_\_\_ Or Check \_\_\_\_\_**  
**Emp# \_\_\_\_\_**

Cmd1=Exit Cmd2=Cust List Cmd5=Internal Accts Cmd8=Deposits Cmd10=CC Apprvl  
 Cmd3=Restart Cmd4=ID List Cmd6=Callbk Detail Cmd9=ClosePnd Cmd11=CK Apprvl

Screen 3 is broken down into 2 major sections.

1. **Closing Ticket #:** This section displays the Total Charges, the Number and Total Amount of all Deposits received, Amount to be Billed to a third party and the Balance Due.
2. **Settlement of Balance Due:** This section requires the Payment, Billing Amount, Charge or Refund to be keyed along with the form of payment (Cash, Check, Credit Card, Bill to Customer #, Charge to Account).

- CMD 2** Customer List.
- CMD 3** Restart.
- CMD 4** ID List.
- CMD 5** Internal Accts List- displays all account numbers available for use.
- CMD 6** Callback Detail, provides all callback information previously entered and allows for new information to be keyed.
- CMD 8** Deposits, displays detailed record of all deposits received.
- CMD 9** Close Pending.
- CMD 10** CC (Credit Card) Approval.
- CMD 11** CK (Check) Approval.

Closing Procedure - *Calendar Day*

Screen 3 - continued

**CLOSING TICKET # 999011 For Renter SMITH\* ROBERT\***  
 Total Charges 89.95  
 Less Deposits .00 0 # Of Deposits  
 Less Amount Billed To 89.95 Your Name\*\*  
 Balance Due 10.05 Refund

**Settlement Of Balance Due**

Paid <.00 By Cash

.00 By Check

.00 By Credit Card

Bill .00 To Cust# \_\_\_\_\_ A/R Description \_\_\_\_\_

Bill .00 To Cust# \_\_\_\_\_ A/R Description \_\_\_\_\_

Bill .00 Name \_\_\_\_\_ (Last\*First\*) TTL \_\_\_\_\_

Attn \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

ST \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone 000 000 0000 Office Phone 000 000 0000

A/R Description \_\_\_\_\_

Charge .00 To Account \_\_\_\_\_ Unit # \_\_\_\_\_ Desc \_\_\_\_\_

Charge .00 To Account \_\_\_\_\_ Unit # \_\_\_\_\_ Desc \_\_\_\_\_

Refund 10.05 By Cash X Or Check \_\_\_\_\_

Emp# 01053

Cmd1=Exit Cmd2=Cust List Cmd5=Internal Accts Cmd8=Deposits Cmd10=CC Apprvl  
 Cmd3=Restart Cmd4=ID List Cmd6=Callbk Detail Cmd9=ClosePnd Cmd11=CK Apprvl

The total charges for this rental ticket are shown. There is also an amount that is to be billed to a third party - Your Name. An amount due may or may not be shown.

If there is an **amount due**, key the amount in the field before "By Cash." Key your 5-digit Employee Number.

If there is a **refund due**, key the refund amount next to "Refund" and X cash. Key your 5-digit Employee Number.

**ENTER** to accept the information and close the ticket. RALPH will receipt the cash you accepted from the customer and bill the third party, Your Name, for their amount.

Now, close the ticket from Exercise 3 - *Open a Ticket, 24 hour*.

On the ECARS Training Menu Screen, key Option 5 and the Ticket Number **ENTER**  
Screen 1 will appear.

### Section 1 - Closing Ticket #

**CLOSING TICKET#** 060994 For Renter **SMITH\* ROBERT\***  
Charges End On Date 061094 Time 0950 AM

**Mileage**  
Unit P00227 Start 0 End 150 Unit Start End  
Unit Start End Unit Start End

Fuel Charges @ 7.00 Per RENTAL Amount To Be Charged .00  
Last Unit Returned Here X Or To Drop Charge .00  
Misc Charges/Refundable Expenses (X if applicable)

Bill To (Y/N) N Cust# Name Address City ST Zip  
Curr Est 091194 per ID/Attn  
Billing Dates (If Diff) From Date 000000 Time 0000 00  
Max. Amt. To Date 000000 Time 0000 00

Portion To Be Billed (Select One)  
1. Total Charges Less DW PAI Fuel Tax/Schg Mileage Drop  
Misc Airport Access  
2. \$ .00 Per Day Plus Tax/Schg (Not To Exceed \$ .00 Per Day)  
3. \$ .00 Per Day-No Tax/Schg (Not To Exceed \$ .00 Total)  
4. Other Amount \$ .00 Description

Cmd2=Cst Lst  
Cmd4=ID Lst Cmd6=Callback Detail Cmd7=AAI Cmd8=Accident Rpt **Cmd9=Close Pending**

1. Key Start and Ending mileage for each unit.
2. Key an "X" in the selection field designating the unit returned to the renting branch.

**NOTE:** To "Close Pend" a ticket the Date/Time, Mileage, and Last Location are the only pieces of information that are required.

Press **CMD 9** to "Close Pend" the 24-hour ticket. The following Pop-Up Window will appear on the above screen.

**CLOSE PENDING**

Comment Emp#

Do you want to calculate Charges/Receipt Deposits before pending? N  
Cmd1=Exit Cmd12=Previous

On the comment line, key "waiting for final payment" as the reason for Close Pending the ticket.

**TAB RIGHT** key your Employee Number in the Emp# field.

If you want to calculate Charges/Receipt deposits before pending the ticket, key Y-Yes (all daily charges on Screen #2 will appear). For this exercise, key N-No.

Press **ENTER** to accept Close Pending information and return to the ECARS Training Menu Screen.

Now, let's "unpend" the same *24 hour ticket* previously pended.

On the ECARS Training Menu Screen, key Option 5 and the Ticket Number **ENTER**.  
Again, Screen 1 will appear.

### Section 1 - Closing Ticket #

CLOSING TICKET# 060994 For Renter SMITH* ROBERT*							
Charges End On Date 061094 Time 0950 AM							
<b>Mileage</b>							
Unit PP0027	Start	0	End	150	Unit	Start	End
Unit	Start		End		Unit	Start	End
Fuel Charges @ 7.00 Per RENTAL Amount To Be Charged .00							
Last Unit Returned Here X Or To Drop Charge .00							
Misc Charges/Refundable Expenses (X if applicable)							
Bill To (Y/N) N Cust# Name							
Address							
City St Zip							
Curr Ext 091194 per ID/Attn							
Billing Dates (If Diff) From Date 082294 Time 0937 AM							
Max. Amt. To Date 091194 Time 0950 AM							
<b>UN-PEND TICKET</b>							
Press Enter to confirm that you wish to Un-Pend this Daily Rental Ticket.							
Emp#							
Cmd1=Exit Cmd12=Previous							
Cmd2=Cst Lst							
Cmd4=ID Lst Cmd6=Callback Detail Cmd7=AAI Cmd8=Accident Rpt							
Cmd9=Un-Pend							

Press **CMD 9** to "Unpend" the ticket.

Key your Employee Number in the Emp# field. Press **ENTER** to confirm that you wish to unpend the ticket. The ECARS Training Menu Screen will return.

*Turn to the following page to close the 24 hour ticket as normal.*

Follow these steps to permanently close the ticket from *Exercise 3 - Open, 24 hour*.

On the ECARS Training Menu Screen, key Option 5 and the Ticket Number **ENTER**.  
Screen 1 will appear.

### Section 1 - Closing Ticket #

CLOSING TICKET# 999011 <sup>1</sup> For Renter SMITH\* ROBERT\*  
2 Charges End On Date 062594 Time 0939 AM

1. Verify the Ticket # and Renter Name.
2. Adjust the Date, if necessary, by keying directly over the information displayed.

### Section 2 - Mileage

Mileage <sup>1</sup>  
Unit ZPPAQJ Start 2498 End 2512 Unit ZPPALY Start 13472 End 13550  
Unit Start End Unit Start End  
Fuel Charges <sup>2</sup> 7.00 Per RENTAL Amount To Be Charged 7.00  
Last Unit Returned Here X Or To <sup>3</sup> Drop Charge .00  
Misc Charges/Refundable Expenses (X if applicable) SURCHG /DAY

1. Key the Starting and Ending Mileage for each unit.
2. Key the Fuel Charge as designated by your Group.
3. Key an "X" in the selection field designating the unit returned to the renting branch.

Section 3, 4 and 5 do NOT require any information - there is no third party billing on this ticket.

**ENTER** to accept information and advance to Screen 2.

**NOTE:** You may see an error message requesting the mileage be confirmed. Because this is a training program, you may key an "X" in the selection field for mileage confirmation without updating any files. For everyday branch use - you must verify the mileage you keyed is correct before confirming that mileage.

# Screen 2

ACCEPT (A) or RECOMPUTE (R) <u>A</u>		Cmd1=Exit Cmd7=AAI						
	Miles	Hours	Days	Weeks	Months	Waiver	PAI	Special
062394								
0842 AM #			2			2	2	
062494 @	Rate 1		24.95			9.00	1.00	
0800 AM \$			49.90			18.00	2.00	
062494								
0800 AM #			1			1	1	
062594 @	Rate 2		32.99			9.00	1.00	
1004 AM \$			32.99			9.00	1.00	
000000								
0000 #								
000000 @								
000000								
0000 #								
000000 @								
TOTALS	.00	.00	82.89	.00	.00	27.00	3.00	.00
								TOTAL
Surcharge %	5.850	Gas	7.00	Disc @	0 %			121.74
Surcharge	4.85	Drop	.00	Misc	.00	Cmd3=Restart		

Screen 2 breaks down each rate charged on the ticket.

Key an "A" to accept the charges. Write down the charges on the rental ticket if available.

**ENTER** to advance to Screen 3.

**CMD 1** Exit to Main Menu.

**CMD 3** Restart.

**CMD 7** AAI. Access Inquiry Programs.

Screen 3. Reference page 9-6 for full screen example.

### Section 1 - Closing Ticket Number

CLOSING TICKET # 999808 For Renter SMITH* ROBERT*			
Total Charges	121.74		
Less Deposits	200.00	1 # Of Deposits	
Less Amount Billed To			
Balance Due	78.26	REFUND	

The total charges are shown. This contract has a \$200.00 credit card deposit. Normally you would refund by credit card. Just for this example, refund the customer by check!

### Section 2 - Settlement of Balance Due

Settlement Of Balance Due			
Paid	.00	By Cash	
	.00	By Check	
	.00	By Credit Card	
Bill	.00	To Cust#	A/R Description
Bill	.00	To Cust#	A/R Description
Bill	.00	Name	{Last*First*} TTL
		Attn	
		Street	
		City	ST Zip
		Home Phone 000 000 0000	Office Phone 000 000 0000
		A/R Description	
Charge	.00	To Account	Unit # Desc
Charge	.00	To Account	Unit # Desc
Refund	1 78.26	By Cash	Or Check X 2
Emp#	01050	3	

1. In the Refund field - key the amount to be refunded to the customer.
2. Key an "X" in the Check selection field.
3. Key your Employee Number.

**ENTER** The following Check Refund Request screen will appear (see page 9-13).



## Check Refund Request

### CHECK REFUND REQUEST

RENTER: SMITH\* ROBERT\*  
123 MAIN STREET  
ANYTOWN MO 63124

Amount: 78.26

Pay To:  
Cust # 999999  
1 Name SMITH\* ROBERT\*  
Address  
123 MAIN STREET  
ANYTOWN MO 63124 0000

2 Reason overpayment - \$200.00 deposit.

3 Special Instructions  
Hold Check - Customer will pick up.

Cmd1=Exit Cmd7=AAI

The name and address of the renter will be displayed along with the amount of the refund.

1. If the check should be made payable to another party, key the information in the Pay To section.
2. Key the Reason for the refund (overpaid, etc.).
3. Key any Special Instructions (customer will pick up check, etc.).

**ENTER** to accept the information and close the ticket.

**CMD 1** Exit to Closing Ticket Screen 3.

**CMD 7** AAI. Access Inquiry Programs.

Close the ticket from Exercise 4 - *Open a Ticket, Specials*. Use the following information. If you have any questions about a field, look back through the previous pages.

3 day rental

Unit returning to the renting branch

Customer paying by check

**Congratulations!**

**You have now successfully closed all three rental tickets you created.**

## **EXERCISE 10**

## **CASH MANAGEMENT**

The Cash Management Option - Option 15 on the ECARS Training Menu - provides important information regarding Credit Card and Check approval procedures. It also includes a cash summary option that will allow you to balance the summary created while you opened and closed rental tickets in the previous exercises.

On the ECARS Training Menu, key Option 15 **ENTER**. The following screen will appear.

CCRT15-01

CASH MANAGEMENT

1. Credit Card Approval
2. Check Approval
3. Cash Summary

Option \_

Cmd1=Exit    Cmd7=AAI    Cmd12=Previous

Key **Option 1** - Credit Card Approval **ENTER**. Carefully read the two screens displaying credit card approval "Things to Know".

Do the same for **Option 2** - Check Approval. Become familiar with the **CMD 10** = CC Approval and **CMD 11** = CK Approval windows, then move on to **Option 3** - Cash Summary.

**CMD 1**    Exit to Main Menu.

**CMD 7**    AAI. Access Inquiry Programs.

**CMD 12**    Previous Screen.

### OPTION 3 - CASH SUMMARY

Key Option 3 for Cash Summary **ENTER**. The "Things to Know" screen will appear. Read it carefully, then press **ENTER** to advance to the Cash Summary Screen.

***** CASH & CHECK SUMMARY *****		1	Employee # _____
1.	Cash/Check Review		
2.	Make Adjustment Line 0000		
3.	Cash/Check Deposit		
	Total Cash in Box		.00
	Assigned Cash Box Amount		.00
	Chits to be Reimbursed		.00
	Chits to Remain in Box		.00
	Total Checks to Deposit		.00
***** CREDIT CARD SUMMARY *****		2	Customer # _____
1.	Credit Card Review		
Cmd1=Exit Cmd6 = Petty Cash Cmd7=AAI Help			

The screen is broken down into 2 major sections.

1. Cash and Check Summary: This section allows you to select for review the cash and check entries made, make line adjustments and balance the summary and cash box.
2. Credit Card Summary: This section allows you to select for review the Credit Card transactions that have been made. RALPH generates the credit card deposits automatically each night. This section is NOT used for this exercise.

- |              |                               |
|--------------|-------------------------------|
| <b>CMD 1</b> | Exit to previous screen.      |
| <b>CMD 6</b> | Displays Petty Cash Screen.   |
| <b>CMD 7</b> | AAI. Access Inquiry Programs. |
| <b>HELP</b>  | Provides On Screen Help Text. |

## CASH & CHECK SUMMARY - Selection 1, CASH/CHECK REVIEW

1. Key your Employee Number.
2. Key an "X" in the Cash/Check Review selection field. **ENTER** The following screen will appear.

1	2	3	4	5	6	7	8	9
Line	Name	Cust-#	Doc-#	Unit-#	BRN	Credit 2200 \$	Credit 2210	Other Acnt
0001	SMITH*	ROBE	999999	D999010	GM	100.00 \$	.00	0000 .00
0002	SMITH*	ROBE	999999	D999012	GM	50.00	.00	0000 .00
0003	SMITH*	ROBE	999999	D999011	GM	33.99 \$	.00	0000 .00
						.00	.00	0000 .00
						.00	.00	0000 .00
10 SUMMARY: Cash 133.99			11 Checks 50.00			12 TOTAL 183.99		
Cmd1=Exit Cmd7-AAI			GPBR PPGM 13		Date 11/24/92 14		Line 15	

This screen displays all cash and check transactions. Cash transactions are noted with a cash symbol (\$) to the right of the dollar amount.

1. Line Number.
2. Customer Name.
3. Customer Number.
4. Document or Unit Number.
5. Branch #.
6. Credit Account 2200 Amount.
7. Credit Account 2210 Amount.
8. Other Account Number (any Account Number other than 2200 or 2210).
9. Other Amount (corresponds to Other Account Number keyed in field #8).
10. Total Cash.
11. Total Checks.
12. Cash/Check Summary Total.
13. Gpbr Number.
14. Summary Date.
15. Line #. Key a line number in this field to automatically roll screen to that line.

**ENTER** to return to the Cash Summary Menu.

**CMD 1** Exit to Cash Summary Menu.

**CMD 7** AAI. Access Inquiry Programs.

## CASH & CHECK SUMMARY - Selection 2, MAKE ADJUSTMENT

1. Key your Employee Number.
2. Key an "X" in the Make Adjustment selection field.
3. Key line number 2. **ENTER** The following screen will appear.

GPBR	Line						
PPGM	0002						
Name			Reverse transaction date				
SMITH*	ROBE			06/24/94			
Amount	Acnt	Unit-#	GPB	Cust-#	Document	Cash Check Comment	
50.00	2200		PPGM	999999	D999012	X	

THIS ORIGINAL LINE WILL BE AUTOMATICALLY REVERSED.

NEW LINE TO BE ENTERED:

Name			New transaction date			
SMITH*	ROBE			06/24/94		
Amount	Acnt	Unit-#	GPB	Cust-#	Document	Cash Check Comment
50.00	2200		PPGM	999999	D999012	X

Cmd1=Return Cmd3=Main Menu Cmd7=AAI

This screen allows you to make an adjustment to the Original Line Entry (marked cash but should be check, etc.).

The New Line should be keyed *EXACTLY* as it should have appeared, originally. Do not key a reversing entry. RALPH will make the reversing entry and the correct entry.

The example above shows a line that should have been receipted as cash, but was receipted as a check.

**CMD 1** Return, to Cash Summary Menu.

**CMD 3** Return to Main Menu.

**CMD 7** AAI. Access Inquiry programs.

## CASH & CHECK SUMMARY - Selection 3, CASH/CHECK DEPOSIT

***** CASH & CHECK SUMMARY *****		Employee # 01053
		1
1.	Cash/Check Review	
2.	Make Adjustment Line	
<input checked="" type="checkbox"/> 3.	Cash/Check Deposit	
2		
	Total Cash in Box	233.99 3
	Assigned Cash Box Amount	100.00 4
	Chits to be Reimbursed	5
	Chits to Remain in Box	6
	Total Checks to Deposit	50.00 7
***** CREDIT CARD SUMMARY *****		
1.	Credit Card Review	Customer #
Cmd1=Exit Cmd 6=Petty Cash Cmd7=AAI Help		

1. Key your Employee Number.
2. Key an "X" in the Cash/Check Deposit selection field.
3. Key Total Cash Box amount. This is the total amount of cash in your box, including the assigned cash box amount. Assigned cash box amounts vary from Group to Group. For this exercise, use the "Cash" total from the Cash/Check Review plus \$100.00.
4. Key Assigned Cash Box amount - \$100.00.
5. Chits to Reimburse. There are no chits for this exercise.
6. Chits to Remain in the Cash Box. There are no chits for this exercise.
7. Key the Total Checks to be Deposited. For this exercise, use the "Checks" total from the Cash/Check Review.

**ENTER** The screen will display a message verifying the cash and checks balanced and a copy of the Cash Summary will print from the Plainpaper Printer.

Cash Balanced  
Checks Balanced

There are several other messages that may be displayed when balancing the cash summary. For a full display of error messages, press the **HELP** key.





**Congratulations!**  
**You have now successfully completed the ECARS Workbook!**

If you feel uncomfortable with any of the options, or just feel you would like a little more practice, you may open and close tickets, switch units, change rates, etc. in the ECARS Training System until you feel you are ready to go "LIVE".

The following list of Error Messages are the most commonly seen while completing the ECARS Workbook. You may refer to them any time you need a more detailed explanation than is displayed on the screen.

<b>Accept or Recompute?:</b>	Key A-accept or R-recompute to accept charges as they are, or make changes and recompute.
<b>Additional Driver?:</b>	The field for additional driver has been left blank. Key Y or N.
<b>Additional Driver Name Required:</b>	The field for additional driver has been marked Y, but no name has been supplied.
<b>Charges Do Not Balance:</b>	The payments that have been keyed do not balance to the amount due. Only Balance Due amount should be receipted.
<b>Confirm Date/Time Out:</b>	Date and Time keyed is not the current date and time. RALPH needs confirmation.
<b>Confirm Unit To Be Rented:</b>	Unit rented on another ticket or may be owned by another Branch in your Group. Always has a message explaining the problem.
<b>Date Out Invalid:</b>	Date out has been keyed incorrectly, or field left blank.
<b>Rental Type Invalid:</b>	Rental Type field has been left blank, or rental type keyed is not valid.
<b>Renter Name Invalid, Last*First*:</b>	Renter name has not been constructed correctly.
<b>Time Out Invalid:</b>	Time out has been keyed incorrectly, or field left blank.